



TOWN OF PAONIA
TUESDAY, DECEMBER 14, 2021
REGULAR TOWN BOARD MEETING AGENDA
6:30 PM

APPROPRIATE AND CORRECTLY WORN FACE MASKS ARE REQUIRED WHILE ATTENDING BOARD MEETINGS. SHOULD YOU BE UNABLE TO WEAR A FACE MASK YOU CAN VIEW THE MEETING VIA THE TOWN OF PAONIA YOUTUBE CHANNEL.

Roll Call

Approval of Agenda

Announcements

- . Announcements
- . Board of Trustees Vacancy Appointments - Affirmation of Office
- . Affirmation of Office - Police Officer Kaden Heiniger

Recognition of Visitors & Guests

1. Visitors & Guests

Staff Reports

2. Administrator's Report
 - Finance Report
 - Town Attorney Report

Disbursements

3. Disbursements
4. Disbursements Through December 2021 - To Be Reviewed First Meeting In 2022

Consent Agenda

5. Regular Minutes:
 - 11-23-2021

Liquor License Renewal:
Blue Sage Center for the Arts - Arts License

Liquor License Report of Changes:
Friends of the Paradise Theatre - Officers, Directors, Managing Members

Public Hearing

6. Lodging & Entertainment Liquor License Application - Brossanova, LLC dba Bross Hotel Bed & Breakfast

Unfinished Business

7. Ordinance 2021-09 Outdoor Lighting Regulations - First Read
8. Discussion Item Only: Main Avenue Fence Encroachment
9. Board Consideration of DOLA Housing Assessment Grant Application & Board Clarification of the Grant Review Process
10. Board Consideration of Modification of Ordinance 2020-09 Advisory Water Committee

New Business

- [11.](#) Resolution 2021-10 Mill Levy
- [12.](#) Resolution 2021-11 2022 Budget
- [13.](#) Town Attorney Amendment to Contract - Extension Through January 2022
- [14.](#) Board Consideration of Municipal Attorney Proposals for 2022
- [15.](#) Board Consideration of Pedestrian Bridge Engineering Proposals
- [16.](#) 2022 Municipal Election Intergovernmental Agreement
- [17.](#) Board Consideration of Final Grant Expenditure for CDOT Revitalize Main Street
- [18.](#) Advisory Water Committee Chair Appointment
- [19.](#) Open Planning Commission Seat - Mayoral Appointment
- [20.](#) Paonia Tree Board - Board of Trustees Liaison Appointment

Mayor's Report

- [21.](#) Mayor's Report

Other Reports

- [22.](#) Ad Hoc Committee, Commissions, and Board Reports as Needed

Adjournment

- [23.](#) 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: _____ 2 nd : _____ vote: _____			
Vote:	Trustee	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee	Mayor Bachran

December 9, 2021

AGENDA SUMMARY FORM

	Approval of Agenda		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Budinger	Trustee Johnson	Trustee Knutson
Trustee Meck	Trustee Smith	Trustee Thompson	Mayor Bachran

December 9, 2021

AGENDA SUMMARY FORM

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

December 9, 2021

AGENDA SUMMARY FORM



Board of Trustees Vacancy Appointments - Affirmation of Office

Summary:

Oath of office for newly appointed trustees Paige Smith and Jeff Thompson.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Budinger	Trustee Johnson	Trustee Knutson
Trustee Meck	Trustee Smith	Trustee Thompson	Mayor Bachran

AGENDA SUMMARY FORM



Affirmation of Office - Police Officer Kaden Heiniger

Summary:

Kaden Heiniger was the first Town sponsored cadet to attend the TCR Law Enforcement Academy. Cadet Heiniger passed academy and became a POST certified officer as of December 8, 2021. Please welcome Officer Heiniger to the Paonia Police Force.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

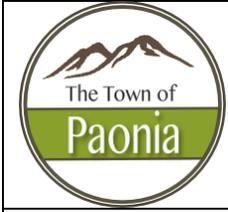
December 9, 2021

AGENDA SUMMARY FORM

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

December 9, 2021

AGENDA SUMMARY FORM



Administrator's Report
 Finance Report
 Town Attorney Report

Summary: Police Blotter will be provided monthly at the first meeting of the Board of Trustees.

Notes:

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

“Don’t dwell on what went wrong. Instead, focus on what to do next. Spend your energy moving forward together towards an answer.” Denis Waitley

Administrators Report for December 14, 2021

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

Last meeting follow-up:

1a. The Transmittal Letter, accessible in ClearGov, has the approved modifications with the addition of language noting the water system as the Town’s top priority, extending language regarding the marijuana transaction fee use, and the sunset information for Back the Badge.

Updates:

1b. THE CVRF business grant 2.0 has been fully expended. Eight (8) applications were received and six (6) were funded. A full report of all expenditures will be provided upon finalization and submittal to DOLA for Board review. The Final report will be added to Munidocs for community review as well.

2b. The final expenditure request for the CDOT Revitalize Main Street Grant is on tonight’s agenda.

3b. The Planning Commission is scheduled to meet January 27, 2022, at 4PM to review the Mason alley easement application and a minor subdivision variance request application. Upon their final review this will come before the Board.

4b. A draft intergovernmental agreement with the City of Delta regarding the shared building depart is scheduled for the first meeting in January.

5b. The Town Attorney update states the introduction of the amending ordinance for 2018 building code is anticipated for the first meeting in January.

6b. The Public Surplus training is complete, and the surplus item list is being inputted to the Town’s account. Once available for publication I will provide the information and link to the Board.

7b. National Meter Company, in conjunction with AT&T is conducting a study to confirm the towns meter locations have adequate bandwidth to update to an office driven on-demand reading system.

8b. Public Works Director Loberg has begun attending training with CDPHE to write updated Standard Operating Procedures (SOP’s) for the treatment plants. The first SOP is for water sampling.

From the desk of Corinne Ferguson
Town Administrator/Clerk

This is a long-term project, free of cost, provided by CDPHE to municipalities. We will update as the process continues.

9b. Over the last few months, we have been creating fleet binders for each department for vehicles and equipment. The binders track all vehicle titles, registration, and ongoing maintenance.

Paonia Police Department

Law Incident Table, by Date and Time

Date Occurred: 10/03/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:51:44	THEFT	DORRIS AVE, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 1

Date Occurred: 10/05/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:50:15	WELFARE CHECK	ONARGA AVE;Bross Hotel, Paonia, CO	PPD	PPD	CLO
13:55:32	Information	MEADOWBROOK BLVD; PAONIA CARE AND REHABILITATION, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 2

Date Occurred: 10/06/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:04:26	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 1

Date Occurred: 10/07/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:47:05	SUSPICIOUS	GRAND AVE; PPD, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 1

Date Occurred: 10/08/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:32:46	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO 3	PPD	PPD	CLO
15:02:56	VIN INSPECTION	3RD ST, Paonia, CO	PPD	PPD	CLO
17:00:01	911/hangup	OAK AVE, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 3

Date Occurred: 10/10/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:25:23	LOST/FOUND PROP	4TH ST; PAONIA TOWN PARK, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 1

Date Occurred: 10/11/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:20:09	Medical/transfe	PAONIA AVE, Paonia, CO	PPD	PPD	CLO
11:39:16	Wanted Person	MAIN AVE, Paonia, CO	PPD	PPD	CAA
Total Incidents for this Date: 2					

Date Occurred: 10/12/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:26:19	ANIMAL CONTROL	ORCHARD AVE, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 1					

Date Occurred: 10/13/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:43:16	ANIMAL CONTROL	MINNESOTA AVE, Paonia, CO	PPD	PPD	VW
Total Incidents for this Date: 1					

Date Occurred: 10/14/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:57:40	VIN INSPECTION	3725 RD, Paonia, CO 11466	PPD	DIST3	CLO
10:12:07	VIN INSPECTION	3725 RD, Paonia, CO 11466	PPD	DIST3	CLO
10:17:26	VIN INSPECTION	3725 RD, Paonia, CO	PPD	DIST3	CLO
11:48:41	ANIMAL CONTROL	PAN AMERICAN AVE, Paonia, CO	PPD	PPD	CLO
12:34:29	Property Damage	SAMUEL WADE RD, Paonia, CO	PPD	PPD	CLO
15:43:47	Code Enforce	RIO GRANDE AVE, Paonia, CO	PPD	PPD	WW
Total Incidents for this Date: 6					

Date Occurred: 10/15/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:15:01	Code Enforce	RIO GRANDE AVE, Paonia, CO	PPD	PPD	WW
14:38:22	ALARM	BOX ELDER AVE; PES old school, Paonia, CO	PPD	PPD	CLO
16:07:07	SHOPLIFTING	2ND ST; DONS SUPERMART, Paonia, CO	PPD	PPD	CLO
17:31:23	MARIJUANA	NORTH FORK AVE, Paonia, CO	PPD	PPD	WW
17:57:24	MARIJUANA	1PAONIA AVE, Paonia, CO	PPD	PPD	WW
Total Incidents for this Date: 5					

Date Occurred: 10/16/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:31:06	SHOPLIFTING	213 2ND ST; DONS SUPERMART, Paonia, CO	PPD	PPD	SUM
Total Incidents for this Date: 1					

Date Occurred: 10/19/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
03:12:10	ERROR	OAK AVE, Paonia, CO	PPD	PPD	CLO
11:39:44	WELFARE CHECK	DELTA AVE, Paonia, CO	PPD	PPD	CLO
13:56:28	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 3					

Date Occurred: 10/20/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:43:31	CIVIL PROBLEM	OAK AVE, Paonia, CO Block	PPD	PPD	CLO
11:17:32	SUSPICIOUS	2nd Street, Paonia, CO	PPD	PPD	CLO
14:33:15	CITIZEN ASSIST	GRAND AVE, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 3					

Date Occurred: 10/21/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
20:27:19	Traffic Stop	50 3RD ST, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 1					

Date Occurred: 10/22/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:40:24	WILDLIFE	DELTA AVE, Paonia, CO	PPD	PPD	CLO
11:57:20	SEX OFFENSE	GRAND AVE; PPD, Paonia, CO	PPD	PPD	ACT
Total Incidents for this Date: 2					

Date Occurred: 10/23/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:57:33	ALARM	BOX ELDER AVE, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 1					

Date Occurred: 10/24/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
20:18:05	Traffic Stop	50 Block Samuel Wade RD., Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 1					

Date Occurred: 10/25/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
21:16:59	CITIZEN ASSIST	OAK AVE, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 1					

Date Occurred: 10/26/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:52:28	Medical/transfe	pan american, ,	PPD		CLO
15:26:19	Medical/transfe	ONARGA AVE; 2, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 2					

Date Occurred: 10/27/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
07:25:20	Medical/transfe	FARMERS MINE RD, Paonia, CO	PPD	DIST3	ACT
08:32:33	DEATH INVESTGTN	2ND ST, Paonia, CO	PPD	PPD	CLO
14:55:47	CITIZEN ASSIST	MEADOWBROOK BLVD, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 3					

Date Occurred: 10/29/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:21:11	Traffic Stop	200 GRAND AVE, Paonia, CO	PPD	PPD	CIT
10:51:44	VIN INSPECTION	214 GRAND AVE; PPD, Paonia, CO	PPD	PPD	CLO
15:31:55	911/hangup	GRAND AVE, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 3					

Date Occurred: 10/31/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
21:08:41	CITIZEN ASSIST	OAK AVE, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 1					

Date Occurred: 11/01/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:53:55	WELFARE CHECK	OAK AVE, Paonia, CO	PPD	PPD	CLO
14:10:56	TrafficAccident	100 BLOCK GRAND AVENUE, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 2					

Date Occurred: 11/02/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
10:22:34	Medical/transfe	ONARGA AVE, Paonia, CO	PPD	PPD	CLO
20:14:57	SUSPICIOUS	DORRIS AVE, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 2					

Date Occurred: 11/03/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:50:04	SUSPICIOUS	2ND ST, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 1					

Date Occurred: 11/04/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:52:05	ALARM	BOX ELDER AVE, Paonia, CO 213	PPD	PPD	CLO
19:32:42	SHOPLIFTING	2ND ST;Don's Market, Paonia, CO	PPD	PPD	SUM

Total Incidents for this Date: 2

Date Occurred: 11/05/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:11:19	TrafficAccident	400 BLOCK STAHL RD, Paonia, CO	PPD	PPD	CIT
16:30:27	VIN INSPECTION	LAMBORN MESA RD, Paonia, CO	PPD	DIST3	CLO
16:42:07	VIN INSPECTION	LAMBORN MESA RD, Paonia, CO	PPD	DIST3	CLO
16:48:36	VIN INSPECTION	LAMBORN MESA RD, Paonia, CO	PPD	DIST3	CLO
16:58:20	VIN INSPECTION	LAMBORN MESA RD, Paonia, CO	PPD	DIST3	CLO
19:48:58	Disturbance	2ND ST, Paonia, CO	PPD	PPD	CLO
20:52:45	ANIMAL CONTROL	211 BOX ELDER AVE, Paonia, CO	PPD	PPD	VW

Total Incidents for this Date: 7

Date Occurred: 11/06/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
12:22:41	911/hangup	MAIN AVE, Paonia, CO 50	PPD	PPD	CLO
20:32:12	Traffic Stop	3RD ST, Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 2

Date Occurred: 11/07/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
19:14:56	Traffic Stop	50 Block Samuel Wade RD., Paonia, CO	PPD	PPD	CIT

Total Incidents for this Date: 1

Date Occurred: 11/08/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:38:48	Traffic Stop	100 BLOCK 1ST STREET, Paonia, CO	PPD	DIST3	CIT
15:29:34	Juvenile Prob	ORCHARD AVE, Paonia, CO	PPD	PPD	CLO
16:14:56	SUSPICIOUS	1ST ST, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 3

Date Occurred: 11/09/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:31:37	ALARM	BOX ELDER AVE;pems, Paonia, CO	PPD	PPD	CLO

Total Incidents for this Date: 1

Date Occurred: 11/10/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:14:33	VIN INSPECTION	38845 colburn RD, ,	PPD		CLO
15:48:30	ANIMAL CONTROL	209 DELTA AVE, Paonia, CO	PPD	PPD	VW
Total Incidents for this Date: 2					

Date Occurred: 11/12/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:00:06	AGENCY ASSIST	LAMBORN MOUNTAIN LN, Paonia, CO POPLAR AVE, Paonia, CO	PPD	DIST3	CLO
17:33:45	Parking Problem	200 BLOCK BOX ELDER AVE, Paonia, CO	PPD	PPD	CIT
19:50:30	Medical/transfe	PAN AMERICAN AVE, Paonia, CO	PPD	PPD	CLO
22:37:02	DOMESTIC		PPD	PPD	CAA
Total Incidents for this Date: 4					

Date Occurred: 11/17/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:10:09	VIN INSPECTION	GRAND AVE; PPD, Paonia, CO	PPD	PPD	CLO
12:02:59	VIN INSPECTION	ORCHARD AVE, Paonia, CO	PPD	PPD	CLO
14:01:46	Traffic Stop	300 BLOCK ONARGA AVE, Paonia,	PPD	PPD	CIT
16:26:00	Traffic Stop	CO 50 SAMUEL WADE RD, Paonia,	PPD	PPD	CIT
17:10:14	Traffic Stop	100 BLOCK ONARGA AVE, Paonia, CO	PPD	DIST3	CIT
Total Incidents for this Date: 5					

Date Occurred: 11/18/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
19:05:41	Parking Problem	300 BLOCK ONARGA AVE, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 1					

Date Occurred: 11/19/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:07:53	Medical/transfe	W 4TH ST, Paonia, CO	PPD	PPD	CLO
10:39:53	Traffic Stop	300 BLOCK GRAND AVE, Paonia, CO	PPD	PPD	CIT
17:10:15	SUSPICIOUS	MAIN AVE , Paonia, CO	PPD	PPD	CLO
17:42:09	SUSPICIOUS	ONARGA AVE; 2, Paonia, CO	PPD	PPD	CLO
18:23:20	911/hangup	W 4TH ST, Paonia, CO	PPD	PPD	CLO
19:42:30	SHOPLIFTING	213 2ND ST; DONS SUPERMART, Paonia, CO	PPD	PPD	SUM
Total Incidents for this Date: 6					

Date Occurred: 11/20/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:20:33	SUSPICIOUS	POPLAR AVE, Paonia, CO	PPD	PPD	CLO

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
Total Incidents for this Date: 1					

Date Occurred: 11/21/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
16:18:29	ERROR	213 2ND ST; DONS SUPERMART, Paonia, CO	PPD	PPD	UNF
Total Incidents for this Date: 1					

Date Occurred: 11/23/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
13:16:04	Traffic Stop	200 3RD ST, Paonia, CO	PPD	PPD	CIT
13:32:11	Traffic Stop	200 BLOCK MAIN AVE, Paonia, CO	PPD	PPD	CIT
14:24:00	AGENCY ASSIST	HADLEY ST, Paonia, CO	PPD	DIST3	CLO
Total Incidents for this Date: 3					

Date Occurred: 11/24/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
14:14:25	VIN INSPECTION	214 GRAND AVE; PPD, Paonia, CO	PPD	PPD	CLO
15:46:43	AGENCY ASSIST	282 HIGHWAY 133; STOP N SAVE GAS STATION, Paonia, CO	PPD	DIST3	CLO
Total Incidents for this Date: 2					

Date Occurred: 11/26/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
08:50:05	AGENCY ASSIST	GRAND AVE, Paonia, CO	PPD	DIST3	CLO
09:19:52	CITIZEN ASSIST	NORTH FORK AVE, Paonia, CO	PPD	PPD	UNF
Total Incidents for this Date: 2					

Date Occurred: 11/27/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
20:23:07	Parking Problem	300 BLOCK BOX ELDER AVE., Paonia, CO	PPD	PPD	CIT
22:18:31	Parking Problem	200 Block Main AVE., Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 2					

Date Occurred: 11/28/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
17:50:47	Parking Problem	200 RIO GRANDE AVE, Paonia, CO	PPD	PPD	CIT
Total Incidents for this Date: 1					

Date Occurred: 11/29/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
09:51:10	VIN INSPECTION	214 GRAND AVE; PPD, Paonia, CO	PPD	PPD	CLO
12:37:24	FRAUD	40 MAIN AVE; 7, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 2					

Date Occurred: 11/30/21

<u>Time</u>	<u>Nature</u>	<u>Address</u>	<u>Agency</u>	<u>Loctn</u>	<u>Dsp</u>
11:15:03	DISORDERLY	213 2ND ST; DONS SUPERMART, Paonia, CO	PPD	PPD	CLO
Total Incidents for this Date: 1					

Total reported: 100- VW-4 / WW-6 / SUM-4 / CIT-16

Report Includes:

All dates between `00:00:01 10/01/21` and `00:00:01 12/01/21`, All agencies matching `PPD`, All disposition's, All natures, All location codes, All cities

Finance Report as of 12/10/21 presented at the 12/14/21 meeting:

Monthly:

Payroll has been completed, reviewed, and released.

Bank accounts through 11/30/2021 have been reconciled and reviewed.

Chase credit card bill for 10/24/21 – 11/23/21 is attached.

Norris Retirement is pending with an effective date of 12/26/21.

Banking:

Bank Balances provided on the Disbursement Report as of 12/10/21.

Working with the bank to extend the LOC-Matured 9/05/21.

Required Filings:

Nothing to report

Year-End:

No changes to report

Audit:

No changes to report

Budget:

DRAFT Budget was presented at the 10/12/2021 meeting. Updated DRAFT Budget was presented 11/16/2021 at the special meeting. Public Hearing was held 11/23/2021. Final Budget is attached.

Other (Continued):

The Fleet Card Account program application has been submitted and being processed pending additional information regarding drivers and equipment.

The Fund Balance and Financial Policy was reviewed by the board at the 5/25/21 meeting with suggested changes. Changes are in process. Plan to have an updated policy for the second meeting in February 2022.

Training of the new Finance Clerk – Ongoing.

ClearGov – Final numbers have been sent and are being processed.

OTHER TO DO ITEMS:

PTO is being reviewed regarding the new mandated requirements created from the Family Act. Finance Committee started discussion at the 3/10/21. There was further discussion at the 3/24/21 meeting. Dave Knutson has provided link to changes and required timeline that are expected by the new mandated regulations. Further review and timeline determination continues.

GRANT UPDATES:

Current Grants:

ARP-received \$184,616.40.

2020 Grants:

CVRF Grant from DOLA for COVID relief has a balance available till 12/31/2021 of \$16,193.58. Business Grant payouts totaling \$16,024.38 are in disbursements. Balance used to purchase mask supplies totaling \$169.20. Grant CLOSED!

Tier I Grant from DOLA for Asset Inventory and Mapping Total Grant amount \$48,629.00 + Town match \$48,629.00 -submitted through 5/31/2021. Invoices paid to date: \$1,027.25 + 1,556.00. Remaining amount is \$15,067.45. Grant expiration date is 05/31/2022.

CDOT Grant for Revitalizing Main Street – Revised Inv#2 for \$4,303.59, Inv#3 for \$5997.72, and Inv#4 for \$11,409.42 were submitted and accepted on 3/17/21. Invoices paid to date = \$20,512.20. Remaining = \$4,987.71. Project end date is 12/31/2021. Final expenditure request on this agenda.

GOCO Park, Recreation, and Trails Master Plan (Completion Date = 09/26/2021* Extended to 03/31/2022). Submission pending. Invoice paid to date: \$5,128.50 + 13,850.59 + \$15,817.15+5.29+174.63+765.00+21.09+6038.55 = \$41,800.80. Remaining = \$34,039.20.

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

BANK BALANCES 2021

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BANK	ACCOUNT	JAN	JUNE	JULY	AUG	SEP	OCT	NOV	X
OPERATING ACCOUNTS									
UBB (FSBC)	PREV BAL	113,781.20	219,935.38	157,400.68	209,269.45	183,060.61	250,780.75	295,013.38	
OPS - 0733	CKS/DR	389,227.23	564,298.94	296,420.99	310,920.59	253,528.98	240,466.18	418,044.74	
	DEP/CR	269,648.17	501,764.24	348,289.76	284,711.75	321,249.12	284,698.81	277,620.81	
	END BAL	(5,797.86)	157,400.68	209,269.45	183,060.61	250,780.75	295,013.38	154,589.45	X
	RATE	0.00%							
UBB (FSBC)	PREV BAL	25.00	25.00	22,085.80	25.00	25.00	25.00	25.00	
PAYROLL - 3629	CKS/DR	44,780.38	48,224.44	69,121.53	46,511.14	52,994.30	40,428.68	43,980.05	
	DEP/CR	44,780.38	70,285.24	47,060.73	46,511.14	52,994.30	40,428.68	61,538.76	
	END BAL	25.00	22,085.80	25.00	25.00	25.00	25.00	17,583.71	X
	RATE	0.00%							
RESECTRICTED FUND ACCOUNTS									
UBB (FSBC)-3858	PREV BAL	25.00	25.00	25.00	25.00	25.00	25.00	25.00	
GRANT	CKS/DR	-	-	-	-	-	-	-	
PASS-THRU	DEP/CR	-	-	-	-	-	-	-	
	END BAL	25.00	25.00	25.00	25.00	25.00	25.00	25.00	X
	RATE	0.00%							
UBB (FSBC) (FCNB)	PREV BAL	69,792.78	25.00	25.00	72,961.95	25.00	25.00	25.00	
INTERNAL - 0571	CKS/DR	36,270.94	-	-	72,936.95	-	-	-	
GRANTS	DEP/CR	-	-	72,936.95	-	-	-	-	
	END BAL	33,521.84	25.00	72,961.95	25.00	25.00	25.00	25.00	X
	RATE	0.00%							
UBB (FSBC) - 0911	PREV BAL	37,490.27	11,930.11	12,255.11	12,255.11	12,255.11	12,505.11	12,505.11	
PARK	CKS/DR	-	-	-	-	-	-	-	
CONTRIBUTION	DEP/CR	-	325.00	-	-	250.00	-	58.00	
	INT/CR	-	-	-	-	-	-	-	
	END BAL	37,490.27	12,255.11	12,255.11	12,255.11	12,505.11	12,505.11	12,563.11	X
	RATE	0.00%							
UBB (FSBC) - 2318	PREV BAL	58,336.72	58,397.08	58,409.08	58,421.48	58,433.88	58,445.89	58,458.30	
WWTP	CKS/DR	-	-	-	-	-	-	-	
	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	12.39	12.00	12.40	12.40	12.01	12.41	12.01	
	END BAL	58,349.11	58,409.08	58,421.48	58,433.88	58,445.89	58,458.30	58,470.31	X
	RATE	0.25%							
UBB (FSBC) (FCNB)	PREV BAL	8,311.23	10,397.83	10,399.11	10,400.43	10,401.75	10,403.03	10,404.36	
CONSERV	CKS/DR	-	-	-	-	-	-	-	
TRUST 0857	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	1.06	1.28	1.32	1.32	1.28	1.33	1.28	
	END BAL	8,312.29	10,399.11	10,400.43	10,401.75	10,403.03	10,404.36	10,405.64	X
	RATE	0.15%	0.15%	0.14%	0.15%	0.15%	0.15%	0.15%	
UBB (FSBC) - 0563	PREV BAL	13,165.24	13,173.42	13,175.04	13,176.72	13,178.40	13,180.02	13,181.70	
SPACE TO	CKS/DR	-	-	-	-	-	-	-	
CREATE	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	1.68	1.62	1.68	1.68	1.62	1.68	1.63	
	END BAL	13,166.92	13,175.04	13,176.72	13,178.40	13,180.02	13,181.70	13,183.33	X
	RATE	0.15%							

BANK BALANCES 2021

BANK	ACCOUNT	JAN	JUNE	JULY	AUG	SEP	OCT	NOV	X
INVESTMENT ACCOUNTS									
UBB (FSBC) - 3637	PREV BAL	335,136.20	503,441.04	863,213.17	863,433.11	1,036,629.86	1,111,898.41	1,162,187.06	
MMKT	CKS/DR	-	-	-	-	-	-	-	
RESERVE	DEP/CR	-	359,616.40	-	172,936.95	75,000.00	50,000.00	230,000.00	
	INT/CR	85.39	155.73	219.94	259.80	268.55	288.65	315.17	
	END BAL	335,221.59	863,213.17	863,433.11	1,036,629.86	1,111,898.41	1,162,187.06	1,392,502.23	X
	AVERAGE RATE	0.30%	0.300%	0.300%	0.300%	0.300%	0.300%	0.300%	
COLO	PREV BAL	1,757,660.74	1,758,199.56	1,758,257.58	1,758,306.35	1,758,345.41	1,758,371.64	1,758,396.54	
TRUST	CKS/DR	-	-	-	-	-	-	-	
PLUS+	DEP/CR	-	-	-	-	-	-	-	
INVESTMENT	INT/CR	157.43	58.02	48.77	39.06	26.23	24.90	38.44	
	END BAL	1,757,818.17	1,758,257.58	1,758,306.35	1,758,345.41	1,758,371.64	1,758,396.54	1,758,434.98	
	AVERAGE RATE	0.11%	0.04%	0.03%	0.03%	0.02%	0.02%	0.03%	X
UBB (14) (FSBC)	PREV BAL	202,226.89	202,500.76	202,780.73	202,780.73	202,780.73	203,060.69	203,060.69	
18MO	CKS/DR	-	-	-	-	-	-	-	
CD-2143	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	-	279.97	-	-	279.96	-	-	
	END BAL	202,226.89	202,780.73	202,780.73	202,780.73	203,060.69	203,060.69	203,060.69	X
	AVERAGE RATE	0.55%	0.55%	0.55%	0.55%	0.35%	0.35%	0.35%	
UBB (31) (FSBC)	PREV BAL	255,051.53	255,051.53	255,051.53	259,811.11	259,811.11	259,811.11	260,073.18	
18MO	CKS/DR	-	-	-	-	-	-	-	
CD-2143	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	-	-	4,759.58	-	-	262.07	-	
	END BAL	255,051.53	255,051.53	259,811.11	259,811.11	259,811.11	260,073.18	260,073.18	X
	AVERAGE RATE	2.00%	2.00%	2.00%	2.00%	0.40%	0.40%	0.40%	
LINE-OF-CREDIT									
UBB (FSBC)	PREV BAL	-	-	-	-	-	-	-	
LOC	CKS/DR	-	-	-	-	-	-	-	
\$200,000.00	DEP/CR	-	-	-	-	-	-	-	
	INT/CR	-	-	-	-	-	-	-	
	END BAL	-	-	-	-	-	-	-	X
	AVERAGE RATE								
	TOTAL PREV BAL	2,851,002.80	3,033,101.71	3,353,077.83	3,460,866.44	3,534,971.86	3,678,531.65	3,773,355.32	
	TOTAL CKS/DR	470,278.55	612,523.38	365,542.52	430,368.68	306,523.28	280,894.86	462,024.79	
	TOTAL DEP/CR	314,428.55	931,990.88	468,287.44	504,159.84	449,493.42	375,127.49	569,217.57	
	TOTAL INT/CR	257.95	508.62	5,043.69	314.26	589.65	591.04	368.53	
	TOTAL 2021 ACCOUNTS	2,695,410.75	3,353,077.83	3,460,866.44	3,534,971.86	3,678,531.65	3,773,355.32	3,880,916.63	
	TOTAL 2020 ACCOUNTS	2,498,095.32	2,844,095.58	2,838,734.18	2,859,369.34	2,808,076.56	2,958,371.20	2,891,292.77	
	TOTAL 2019 ACCOUNTS	1,952,778.56	2,606,146.61	2,665,999.92	2,668,988.15	2,554,128.62	2,617,541.25	2,579,426.94	
	TOTAL 2018 ACCOUNTS	2,243,850.59	2,909,775.06	2,883,634.79	2,888,148.39	2,489,282.80	2,373,303.20	2,385,227.66	
	TOTAL 2017 ACCOUNTS	1,916,629.29	2,079,469.54	2,015,506.17	1,857,731.32	2,565,761.51	2,498,308.06	2,542,350.77	
	TOTAL 2016 ACCOUNTS	987,595.88	1,967,252.20	1,874,857.87	1,894,042.44	1,883,051.68	1,879,795.32	1,992,492.28	
	TOTAL 2015 ACCOUNTS	1,653,400.33	1,718,267.39	1,593,788.44	1,677,560.21	1,550,452.03	1,568,412.32	1,476,434.43	
	TOTAL 2014 ACCOUNTS	2,036,560.85	2,002,370.22	1,956,418.34	1,991,633.33	2,054,088.02	2,074,813.39	2,032,794.46	
	TOTAL 2013 ACCOUNTS	2,361,290.03	2,286,978.98	1,978,090.95	1,887,185.49	2,153,583.57	2,175,646.11	2,188,694.46	
	TOTAL 2012 ACCOUNTS	2,362,402.55	2,152,976.82	2,357,742.26	2,373,017.68	2,356,132.02	2,552,358.60	2,553,516.47	
	2020 VS 2021	197,315.43	508,982.25	622,132.26	675,602.52	870,455.09	814,984.12	989,623.86	

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AGENDA SUMMARY FORM

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

December 9, 2021

FOR: 12/14/2021

UBB OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		186,191.40
ACCOUNTS PAYABLE	11/19/21-12/10/21	(69,708.17)
LOAN PAYMENT		
NORRIS RETIREMENT PAYMENT	SCHEDULED 12/26/2021	(1,680.00)
CHASE CREDIT CARD	10/24/21 - 11/23/21	(2,356.72)
AMAZON	11/1/21 - 11/30/21	(59.33)
TRANSFER TO SUMMIT		
TRANSFER TO PAYROLL	12/3/2021	(17,558.71)
PAYROLL TAXES	12/3/2021	(7,323.01)
BALANCE AFTER PAYMENT		87,505.46

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UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		1,392,502.23
TRANSFER FROM OPS		-
TRANSFER FROM INT. GRANTS		-
CURRENT FSBC PAYROLL BALANCE		25.00
TRANSFER FROM OPS		17,558.71
PAYROLL (DIRECT DEPOSIT)	12/3/2021	(17,558.71)
BALANCE AFTER PAYMENT		1,410,085.94

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UBB INTERNAL GRANT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT INTERNAL GRANT BALANCE		25.00
BALANCE AFTER PAYMENT		25.00

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	BANK BALANCES			DESCRIPTION
	FSBC	COLOTRUST	TOTAL	
As of: 11/18/2021				
GENERAL		532,382.56		COMBINED FUNDS
SEWER RESTRICTED		530,471.80		PROPERTY SALE-RESTRICTED
DEBT RESERVE		106,887.95		AMKO BOND REQUIRED RESERVE
BRIDGE RESERVE		588,686.32		BRIDGE RESERVE
CONS.TRUST	10,405.64			RESTRICTED TO PARK USE ONLY
GRANT PASS THRU	25.00			PLACE HOLDER-COMBINED FUNDS
INT GRANT	25.00			MOVING TO CD-AMKO BOND RESERVE
OPS	189,782.54			COMBINED FUNDS
PARK CONTRIBUTIONS	12,563.11			SPECIFIC PARK PROJECTS
PAYROLL	25.00			PLACE HOLDER-COMBINED FUNDS
SPACE-TO-CREATE	13,183.33			SPACE TO CREATE ONLY
SUMMIT	1,392,502.23			COMBINED FUNDS
WWTP	58,470.31			OLD SEWER REHAB ONLY
CD#2-402	203,237.95			COMBINED FUNDS-LOC COLLATERAL
CD#3-2578	260,073.18			COMBINED FUNDS
	2,140,293.29	1,758,428.63	3,898,721.92	

	CASH POSITION			DESCRIPTION
	COMBINED	RESTRICTED	TOTAL	
As of: 11/18/2021				
GENERAL	532,382.56			
SEWER RESTRICTED		530,471.80		RESTRICTED TO SEWER CAPITAL PROJECT
DEBT RESERVE		106,887.95		RESTRICTED LOAN REQUIREMENT
BRIDGE RESERVE		588,686.32		RESTRICTED TO BRIDGE REPAIRS
CONS.TRUST		10,405.64		RESTRICTED TO PARK CAPITAL PROJECT
GRANT PASS THRU	25.00			
INT GRANT		25.00		RESTRICTED LOAN REQUIREMENT
OPS	189,782.54			
PARK CONTRIBUTIONS		12,563.11		SPECIFIC PARK PROJECTS AS DONATED
PAYROLL	25.00			
SPACE-TO-CREATE		13,183.33		SPACE TO CREATE ONLY
SUMMIT	1,392,502.23			
WWTP		58,470.31		OLD SEWER REHAB ONLY
CD#2-402	203,237.95			
CD#3-2578	260,073.18			
	2,578,028.46	1,320,693.46	3,898,721.92	

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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	
12/15/2021	1226	AKOMPLICE CLO	CVRF2021	2,670.73	.00	.00	2,670.73				CVRF GRANT
12/15/2021	1228	ARCHETYPAL MY	CVRF2021	2,670.73	.00	.00	2,670.73				CVRF GRANT
12/15/2021	1021	AXON Enterprise I	INUS031370	3,249.98	.00	.00	3,249.98				TASER UPGRADE PROGRAM
12/15/2021	377	Benson Brothers L	34317	128.16	.00	.00	128.16				SEWER REPAIR-2ND STREET
12/15/2021	1227	BLUE PEONY	CVRF2021	2,670.73	.00	.00	2,670.73				CVRF GRANT
12/15/2021	1141	BO JAMES NERLI	35757	4,166.66	.00	.00	4,166.66				ATTORNEY
12/15/2021	14	Bolinger & Queen I	98288	425.40	.00	.00	425.40				SEWER REPAIR-2ND STREET
12/15/2021	1183	Column Software	776848FC-0	28.24	.00	.00	28.24				LEGAL NOTICES
12/15/2021	916	CW Divers/CWD S	1756-2021	2,150.00	.00	.00	2,150.00				CLEANING & INSPECTION
12/15/2021	56	Delta County Land	11302021	2,957.50	.00	.00	2,957.50				LANDFILL FEES
12/15/2021	46	Dependable Lumb	2111-203296-	437.87	.00	.00	437.87				VARIOUS
12/15/2021	48	Don's Market	03-915480	576.03	.00	.00	576.03				TOWN HALL SUPPLIES
12/15/2021	48	Don's Market	PREV YEAR	21.49-	.00	.00	21.49-				DOUBLE PAYMENT CREDIT
12/15/2021	986	Elevate Fiber	66210_2717	803.34	.00	.00	803.34				TELEPHONE & INTERNET
12/15/2021	62	Feather Petroleum	5571151-557	468.10	.00	.00	468.10				FUEL
12/15/2021	888	Filter Tech System	9055	1,895.00	.00	.00	1,895.00				COMPUTER FOR 2MG
12/15/2021	803	GALLS, LLC	019787343	1,787.10	.00	.00	1,787.10				VESTS
12/15/2021	80	Hellman Motor Co	529238	344.16	.00	.00	344.16				F350 FRONT END REPAIR
12/15/2021	1225	HONEYBEES JUI	CVRF2021	2,670.73	.00	.00	2,670.73				CVRF GRANT
12/15/2021	225	Kwiki Tire Inc	401492	2,133.56	.00	.00	2,133.56				TIRES FOR TRASH TRUCK
12/15/2021	482	Larry D Gillenwat	423087	35.36	.00	.00	35.36				CAR WASH
12/15/2021	98	Lasting Impression	26825	59.99	.00	.00	59.99				PD UNIFORM
12/15/2021	470	Leon, Susan	12/1-2021-12	725.00	.00	.00	725.00				CLEANING CONTRACT
12/15/2021	645	Mail Services, LLC	1813355	466.55	.00	.00	466.55				BILLING POST CARDS
12/15/2021	571	Mark & Stacy Cool	12221	210.00	.00	.00	210.00				CHRISTMAS WREATH
12/15/2021	111	Midwest Radar &	169981	160.00	.00	.00	160.00				(4) RADAR UNITS
12/15/2021	995	Municipal Code Co	00367732	350.00	.00	.00	350.00				MUNIDOCs
12/15/2021	141	North Fork Service	520365-5203	1,823.83	.00	.00	1,823.83				FUEL/VEHICLE MAINTENANCE
12/15/2021	122	Paonia Auto Parts	382988-3835	257.76	.00	.00	257.76				VARIOUS
12/15/2021	125	Paonia Farm & Ho	104615-1066	115.66	.00	.00	115.66				VARIOUS
12/15/2021	126	Paonia Flower Sho	CVRF2021	2,670.73	.00	.00	2,670.73				CVRF GRANT
12/15/2021	1229	PAONIA IRON. IN	CVRF2021	2,670.73	.00	.00	2,670.73				CVRF GRANT
12/15/2021	140	Recla Metals LLLP	14293	825.75	.00	.00	825.75				METER PIT REPAIR
12/15/2021	1224	Rhinehart Oil Co.,L	CP-066211-2	684.13	.00	.00	684.13				FUEL
12/15/2021	737	Ricoh USA Inc	5063279189	315.23	.00	.00	315.23				COPIER COPIES
12/15/2021	931	Roop Excavating L	1203	1,130.00	.00	.00	1,130.00				WATER LEAK
12/15/2021	931	Roop Excavating L	1204	3,374.80	.00	.00	3,374.80				SEWER REPAIR-2ND STREET
12/15/2021	931	Roop Excavating L	1205	3,219.60	.00	.00	3,219.60				WATER METER INSTALL
12/15/2021	656	Schmueser Gordo	2013-47.010-	847.40	.00	.00	847.40				LEAD & COPPER COMPLIANCE
12/15/2021	656	Schmueser Gordo	2013-471.01	7,206.75	.00	.00	7,206.75				2MG TANK RE-COATING
12/15/2021	1170	Shums Coda Asso	14924	1,140.00	.00	.00	1,140.00				BUILDING INSPECTOR-PLAN REVIEWS
12/15/2021	1170	Shums Coda Asso	14925	1,560.00	.00	.00	1,560.00				BUILDING INSPECTOR-INSPECTION SERVICES
12/15/2021	1170	Shums Coda Asso	14926	720.00	.00	.00	720.00				BUILDING INSPECTOR-CONSULTING SERVICES
12/15/2021	152	Southwestern Syst	202971	1,575.85	.00	.00	1,575.85				SEWER PLUG
12/15/2021	1125	Turtle Tracks	1833	685.00	.00	.00	685.00				BALLISTIC VEST CARRIER
12/15/2021	161	UNCC	221111081	40.92	.00	.00	40.92				LOCATES
12/15/2021	165	Valley Machine LL	5870	24.40	.00	.00	24.40				WATER PLANT REPAIR
12/15/2021	588	Wilbur-Ellis Compa	14731332	4,600.20	.00	.00	4,600.20				WATER/SEWER CHEMICALS
Grand Totals:				48	69,708.17	.00	.00	69,708.17			

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* VOID AND REISSUE WINWATER CORP CK#048857 ISSUE DATE 10/13/2021 AMOUNT \$2709.10

Cash Requirements Summary

<u>Date</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Partial Payments</u>	<u>Net Due Amount</u>	<u>Net Cumulative Amount</u>
12/15/2021	69,708.17	.00	.00	69,708.17	69,708.17
Grand Totals:	<u>69,708.17</u>	<u>.00</u>	<u>.00</u>	<u>69,708.17</u>	

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

Customer Service: 1-800-945-2028

Mobile: Download the Chase Mobile® app today

December 2021						
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
\$2,356.72
 Minimum Payment Due
\$40.00
 Payment Due Date
12/17/21

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

Account Number:	[REDACTED]
Previous Balance	\$1,664.85
Payment, Credits	-\$1,664.85
Purchases	+\$2,356.72
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$2,356.72
Opening/Closing Date	10/24/21 - 11/23/21
Credit Limit	\$45,000
Available Credit	\$42,643
Cash Access Line	\$2,250
Available for Cash	\$2,250
Past Due Amount	\$0.00
Balance over the Credit Limit	\$0.00

YOUR ACCOUNT MESSAGES

Your next AutoPay payment for \$2,356.72 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.

This Statement is a Facsimile - Not an original



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

AUTOPAY IS ON
See Your Account Messages for details.

Payment Due Date:	12/17/21
New Balance:	\$2,356.72
Minimum Payment Due:	\$40.00

Account number: [REDACTED]

\$ _____ Amount Enclosed

AUTOPAY IS ON

29341 BEX Z 32721 C
CINDY JONES
TOWN OF PAONIA
PO BOX 460
PAONIA CO 81428-0460

CARDMEMBER SERVICE
PO BOX 6294
CAROL STREAM IL 60197-6294

To contact us regarding your account:



Call Customer Service:

In U.S. 1-800-945-2028
Spanish 1-888-795-0574
Pay by phone 1-800-436-7958
International 1-480-350-7099
We accept operator relay calls



Send Inquiries to:

P.O. Box 15298
Wilmington, DE 19850-5298



Mail Payments to:

P.O. Box 6294
Carol Stream, IL 60197-6294



Visit Our Website:

www.chase.com/cardhelp

Information About Your Account

Making Your Payments: The amount of your payment should be at least your minimum payment due, payable in U.S. dollars and drawn on or payable through a U.S. financial institution or the U.S. branch of a foreign financial institution. You can pay down balances faster by paying more than the minimum payment or the total unpaid balance on your account.

You may make payments electronically through our website or by one of our customer service phone numbers above. In using any of these channels, you are authorizing us to withdraw funds as a one-time electronic funds transfer from your bank account. In our automated phone system, this authorization is provided via entry of a personal identification number. You may revoke this authorization by cancelling your payment through our website or customer service telephone numbers prior to the payment processing. If we receive your completed payment request through one of these channels by 11:59 p.m. Eastern Time, we will credit your payment as of that day. If we receive your request after 11:59 p.m. Eastern Time, we will credit your payment as of the next calendar day. If you specify a future date in your request we will credit your payment as of that day.

If you pay by regular U.S. mail to the Payments address shown on this statement, write your account number on your check or money order and include the payment coupon in the envelope. Do not send more than one payment or coupon per envelope. Do not staple, clip or tape the documents. Do not include correspondence. Do not send cash. If we receive your properly prepared payment on any day by 5 p.m. local time at our Payments address on this statement, we will credit to your account that day. If your payment is received after 5 p.m. local time at our Payments address on this statement, we will credit it to your account as of the next calendar day.

For all other payments or for any payment type above for which you do not follow our payment instructions, crediting of your payments may be delayed for up to 5 days.

Account Information Reported To Credit Bureau: We may report information about your Account to credit bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau, please write to us at Chase Card Services P.O. Box 15369, Wilmington, DE 19850-5369.

To Service And Manage Any Of Your Account(s): By providing my mobile phone number, I am giving permission to be contacted at that number about all of my accounts by JPMorgan Chase and companies working on its behalf. My consent allows the use of text messages, artificial or prerecorded voice messages and automatic dialing technology for informational and account servicing, but not for sales or telemarketing. Message and data rates may apply.

Authorization To Convert Your Check To An Electronic Transfer Debit: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. Your bank account may be debited as soon as the same day we receive your payment. You will not receive your check back from your institution.

Conditional Payments: Any payment check or other form of payment that you send

us for less than the full balance due that is marked "paid in full" or contains a similar notation, or that you otherwise tender in full satisfaction of a disputed amount, must be sent to Card Services, P.O. Box 15049, Wilmington, DE 19850-5049. We reserve all our rights regarding these payments (e.g., if it is determined there is no valid dispute or if any such check is received at any other address, we may accept the check and you will still owe any remaining balance). We may refuse to accept any such payment by returning it to you, not cashing it or destroying it. All other payments that you make should be sent to the regular Payment address shown on this statement.

Annual Renewal Notice: If your Account Agreement has an annual membership fee, you are responsible for it every year your Account is open. We will add your annual membership fee to your monthly billing statement once a year, whether or not you use your account. Your annual membership fee will be added to your purchase balance and may incur interest. The annual membership fee is non-refundable unless you notify us that you wish to close your account within 30 days or one billing cycle (whichever is less) after we provide the statement on which the annual membership fee is billed. Your payment of the annual membership fee does not affect our rights to close your Account and to limit your right to make transactions on your Account. If your Account is closed by you or us, the annual membership fee will no longer be billed to your Account.

Calculation Of Balance Subject To Interest Rate: To figure your periodic interest charges for each billing cycle when a daily periodic rate(s) applies, we use the daily balance method (including new transactions). To figure your periodic interest charges for each billing cycle when a monthly periodic rate(s) applies, we use the average daily balance method (including new transactions). For an explanation of either method, or questions about a particular interest charge calculation on your statement, please call us at the toll free customer service phone number listed above.

We calculate periodic interest charges separately for each feature (for example, purchases, balance transfers, cash advances or overdraft advances). These calculations may combine different categories with the same periodic rates. Variable rates will vary with the market based on the Prime Rate or such index described in your Account Agreement. There is a transaction fee for each balance transfer, cash advance, or check transaction in the amount stated in your Account Agreement. There is a foreign transaction fee of 3% of the U.S. dollar amount of any foreign transaction for some accounts. Please see your Account Agreement for information about these fees.

Interest Accrual: We accrue periodic interest charges on a transaction, fee or interest charge from the date it is added to your daily balance until payment in full is received on your account.

Credit Limit: If you want to inquire about your options to help prevent your account from exceeding your credit limit, please call the number on the back of your card.

Payment Allocation: When you make a payment, generally, we first apply your minimum payment to the balance on your monthly statement with the lowest APR. Any payment above your minimum payment would generally then be applied to the balance on your monthly statement with the highest APR first. If you do not pay your balance in full each month, you may not be able to avoid interest charges on new purchases.



DA05042021

To manage your account, including card payments, alerts, and change of address, visit www.chase.com/cardhelp or call the customer service number which appears on your account statement.



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.

'ALERT': The US Postal Service announced that mail may take up to 2 additional days to arrive starting October 1, 2021. This may impact delivery of mailed statements to you and mailed payments to us. Consider enrolling in paperless statements, online payments, and payment alerts to avoid any impacts. To enroll visit chase.com/paperless.

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
11/17	AUTOMATIC PAYMENT - THANK YOU	-1,664.85
10/29	MESA COUNTY HEALTH 866-7566041 CO	100.00
11/20	SPRINT *WIRELESS 800-639-6111 KS CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$1277.57- INCLUDING PAYMENTS RECEIVED	287.28
11/15	BRAY SALES INC 281-8945454 TX	91.14
11/18	BRAY SALES INC 281-8945454 TX TRAVIS LOBERG TRANSACTIONS THIS CYCLE (CARD 2935) \$1104.29	1,013.15
10/26	RIO BRAVO 970-5273258 CO	37.14
11/16	ZOOM.US 888-799-9666 WWW.ZOOM.US CA CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$77.14	40.00
11/02	USPS.COM POSTAL STORE 800-782-6724 MO	705.80
11/08	USPS PO 0769660541 PAONIA CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8181) \$788.01	82.21

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

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

INTEREST CHARGES

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

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

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.



For customer support, visit www.amazon.com/contact-us.**Invoice summary** *Due 45 days from receipt of invoice*

Item subtotal before tax	\$ 59.33
Shipping & handling	\$ 0.00
Promos & discounts	\$ 0.00
Total before tax	\$ 59.33
Tax	\$ 0.00
Amount due	\$ 59.33 USD

Pay by**Electronic funds transfer (EFT/ACH/Wire)**

Account name Amazon Capital Services, Inc.
Bank name Wells Fargo Bank
Bank routing # (ABA) [REDACTED]
Bank account # (DDA) [REDACTED]
SWIFT code (wire transfer) WFBUS6S

Check

Amazon Capital Services
 PO Box 035184
 Seattle, WA 98124-5184

Billing period 11/1/21 to 11/30/21**Account #** [REDACTED]**Payment terms** Net 45**Registered business name**

City of Paonia

Bill to

Town of Paonia
 Corinne Ferguson
 214 Grand Avenue
 PO Box 460
 PAONIA, CO 81428

Group Name

City of Paonia

Include Amazon invoice number(s) in the descriptive field of your electronic funds transfer payment, or
 Email ar-businessinvoicing@amazon.com to submit your remittance detail.

Invoice details

#	Ship date	PO #	Description	Qty	Unit price	Item subtotal before tax	Tax
1	11/19/21	460	HP 950 2 Ink Cartridges Black Works with HP OfficeJet Pro 251dw, 276dw, 8100, 8600 Series CN049AN	1	\$59.33	\$59.33	0.000%
			ASIN: B00WJDWG62 Sold by: Amazon.com Services LLC Order # 111-7441788-5146607 Order date: November 17, 2021				

Total before tax	\$59.33
Tax	\$0.00
Amount due	\$59.33

FAQs

How is tax calculated?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeld=202036190

How are digital products and services taxed?

Visit https://www.amazon.com/gp/help/customer/display.html/ref=hp_leftv4_sib?ie=UTF8&nodeld=202074670

Employee Number	Name	85-00 Net Pay Emp Amt
1056	Cecil, Raymond Cole	1,056.58
1052	Edwards, Roger	1,018.32
1002	Ferguson, J. Corinne	2,257.55
1026	Heiniger, Kaden D	1,313.97
1022	Hinyard, Patrick	1,343.92
1001	Jones, Cynthia	1,761.15
1027	Kramer, Lance W	992.81
1050	Loberg, Travis	2,056.74
1003	Mojarro-Lopez, Amanda	1,197.71
1051	Reich, Dennis	983.55
1057	Rose, Clinton A.	1,284.15
1021	Winnett, Lorin E	1,233.41
1004	Wuollet, Candice C	1,058.85

Grand Totals:

13 17,558.71

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Report Criteria:
 Paid transmittals included
 Unpaid transmittals included

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
2							
2	IRS Tax Deposit	712032103	11/26/2021	74-00	Federal Tax Deposit Social Security Pay	10-0216	1,198.80
2	IRS Tax Deposit	712032103	11/26/2021	74-00	Federal Tax Deposit Social Security Pay	10-0216	1,198.80
2	IRS Tax Deposit	712032103	11/26/2021	75-00	Federal Tax Deposit Medicare Pay Peri	10-0216	333.94
2	IRS Tax Deposit	712032103	11/26/2021	75-00	Federal Tax Deposit Medicare Pay Peri	10-0216	333.94
2	IRS Tax Deposit	712032103	11/26/2021	76-00	Federal Tax Deposit Federal Withholding	10-0216	1,827.46
Total 2:							4,892.94
4							
4	Aflac	0	11/26/2021	63-01	Aflac Pre-Tax Pay Period: 11/26/2021	10-0225	136.50
4	Aflac	0	11/26/2021	63-02	Aflac After Tax Pay Period: 11/26/2021	10-0225	24.90
Total 4:							161.40
6							
6	Colorado Dept of Labor	0	11/26/2021	98-00	SUTA State Unemployment Tax Pay Pe	10-0218	71.69
Total 6:							71.69
9							
9	Colorado Dept of Revenue	0	11/26/2021	77-00	State Withholding Tax Pay Period: 11/26	10-0217	762.00
Total 9:							762.00
30							
30	Empower Retirement	712032101	11/26/2021	51-01	Retirement Plan Retirement Plan Pay P	10-0220	589.40
30	Empower Retirement	712032101	11/26/2021	51-01	Retirement Plan Retirement Plan Pay P	10-0220	702.20
30	Empower Retirement	712032101	11/26/2021	51-02	Retirement Plan Retirement Loan Paym	10-0220	273.67
Total 30:							1,565.27
33							
33	FPPA - Fire & Police Pensi	712032102	11/26/2021	50-00	FPPA Pay Period: 11/26/2021	10-0219	432.40
33	FPPA - Fire & Police Pensi	712032102	11/26/2021	50-00	FPPA Pay Period: 11/26/2021	10-0219	319.60
33	FPPA - Fire & Police Pensi	712032102	11/26/2021	90-00	Death & Disability Pay Period: 11/26/202	10-0219	112.80
Total 33:							864.80
70							
70	Rocky Mountain HMO	0	11/26/2021	60-01	RMHMO - Employee Only Pay Period: 1	10-0223	230.44
70	Rocky Mountain HMO	0	11/26/2021	60-01	RMHMO - Employee Only Pay Period: 1	10-0223	3,769.93
70	Rocky Mountain HMO	0	11/26/2021	60-03	RMHMO - Employee + Family Pay Perio	10-0223	133.80
70	Rocky Mountain HMO	0	11/26/2021	60-03	RMHMO - Employee + Family Pay Perio	10-0223	3,356.38
70	Rocky Mountain HMO	0	11/26/2021	60-07	RMHMO - Employee + Spouse Pay Peri	10-0223	93.98
70	Rocky Mountain HMO	0	11/26/2021	60-07	RMHMO - Employee + Spouse Pay Peri	10-0223	874.38
Total 70:							8,458.91
71							
71	The Harford	0	11/26/2021	65-01	Group#013307460001 Hartford Basic P	10-0226	16.96
71	The Harford	0	11/26/2021	65-02	Group#013307460001 Hartford Supple	10-0226	29.51
71	The Harford	0	11/26/2021	65-03	Group#013307460001 Hartford Disability	10-0226	77.73

Transmittal Number	Name	Check Number	Pay Per Date	Pay Code	Description	GL Account	Amount
Total 71:							124.20
73							
73	Delta Dental of Colorado	0	11/26/2021	60-05	Dental RMHMO - Dental Pay Period: 11	10-0223	193.53
Total 73:							193.53
75							
75	VSP Insurance CO (CT)	0	11/26/2021	60-04	RMHMO - Vision Pay Period: 11/26/202	10-0223	75.21
Total 75:							75.21
Grand Totals:							17,169.95

Report Criteria:

- Paid transmittals included
- Unpaid transmittals included

4,892.94
1,565.27
864.80
7,323.01 ✓
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AGENDA SUMMARY FORM



Disbursements Through December 2021 - To Be Reviewed First Meeting In 2022

Summary:

Board approval to pay payroll and disbursements through end of year, with review and ratification at the January 11, 2022 Regular Board meeting.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

December 10, 2021

AGENDA SUMMARY FORM

	<p>Regular Minutes: 11-23-2021</p> <p>Liquor License Renewal: Blue Sage Center for the Arts - Arts License</p> <p>Liquor License Report of Changes: Friends of the Paradise Theatre - Officers, Directors, Managing Members</p>
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Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Budinger	Trustee Johnson	Trustee Knutson
Trustee Meck	Trustee Smith	Trustee Thompson	Mayor Bachran

TOWN OF PAONIA



Regular Town Board Meeting, November 23, 2021

MAYOR AND CITY COUNCIL MEMBERS

**Mayor Bachran
Trustee Knutson
Trustee Budinger
Trustee Johnson
Trustee Meck**

November 23, 2021,

Regular Meeting Minutes

6:30 pm

Mayor Mary Bachran called the Regular Meeting of the Town of Paonia to order at 6:30 pm.

ROLL CALL:

Mayor Bachran asked **Deputy Clerk Amanda Mojarro** to call the roll.

Deputy Clerk Mojarro called the roll and those present were **Mayor Bachran, Trustee Johnson, Trustee Meck, Trustee Budinger and Trustee Knutson.**

Approval of the Agenda:

Trustee Knutson moved to approve the agenda as presented, seconded by Trustee Budinger. Motion unanimously passed.

Announcements:

None.

Visitors and Guest:

- Delta County Chamber representative Mitchell Gronenthal introduced himself to the community and board members. Mr. Gronenthal spoke regarding that the Delta County Chamber of Commerce has merged with the Paonia Chamber Commerce
- Page Smith stated if the Tree Board and Water Advisory Committee reports could be added back on the agenda.
- Thomas Markle made a comment regarding the letters in support of the administrator.
- Chris Kendall commented that the Board should hold off on increasing the water rated until the section of the water budget is resolved.

Staff Reports:

Town Administrator Corinne Ferguson report was included and answered question.

Town Attorney Nerlin no report was provided.

Public Work & Utilities Director Travis Loberg report was included and answered questions.

Finance Director Cindy Jones report was included. Town Administrator Ferguson answered questions.

Disbursements: Trustee Knutson moved to approve disbursements as presented, seconded by Trustee Budinger. Motion unanimously passed.

Consent Agenda

Regular Minutes – 11/9/2021

Special Minutes – 11/16/2021

Suzanne Watson stated that she would like for her comment on page 40 of the regular minutes 11/9/2021 clarified to state her comment “nothing about public hearing in the ordinance.”

TOWN OF PAONIA



Page Smith stated that she would like her suggestion on page 39 regarding the addition of the allocation table as a motion by Trustee Pattison and be added to the minutes.

Page Smith suggested to appropriately reflect in the minutes that the executive session on page 42 was not held.

Trustee Meck moved to approve the consent agenda as amended, seconded by Trustee Knutson. Motion unanimously passed.

Trustee Meck moved to amend the motion to approve the consent agenda with the recommended changes on pages 39, 40 & 42 as recommended by citizens Page Smith and Suzanne Watson, seconded by Trustee Knutson. Motion unanimously passed.

Unfinished Business

Resolution 2021-08 Town Participation in the National Opioid Settlement Support of The State of Colorado: Trustee Knutson moved to recommend approval of resolution 2021-08 resolution of the Board of Trustees of the Town of Paonia approving Colorado's opioid settlement and recovery and add Mayor Bachran be authorized to enter into the agreement to sign, seconded by Trustee Budinger. Motion unanimously passed.

Town of Paonia Purchasing Policy Updates including Non-Essential Purchases: Trustee Meck moved that section C of the process be changed to read that advertising should read; at a minimum, all formal bids and RFP's will be advertised in the Town paper of record and other publications of limited circulation or trade journal, or electronic purchasing websites, seconded by Trustee Knutson. Motion unanimously passed.

Trustee Knutson moved to eliminate paragraph E, seconded by Trustee Budinger. Motion failed.

Trustee Johnson moved to amend the motion to keep as is and add N/A, seconded by Trustee Knutson. Voting aye Trustee Johnson. Voting nay Trustees Knutson, Meck and Budinger. Motion failed.

Trustee Meck moved to table the consideration of the purchasing policy updated until the newly appointed members are seated and after they are seated this be brought back to the Board with the old policy to be included in the packet, seconded by Trustee Budinger. Motion unanimously passed.

Town Treasurer Position – Continued: Trustee Budinger moved to send out letters requesting letter of interest from people who are interested, but not asking them for how much they want, seconded by Trustee Knutson. Motion unanimously passed.

Trustee Meck moved to amend the motion to add the Treasurer job description and be brought back to the Board, seconded by Trustee Knutson. Motion unanimously failed.

Public Hearing

Public Hearing – 2022 Proposed Budget: The Finance Director provided a quick training on ClearGov to the public and board members.

Mayor Bachran opened the budget hearing at 7:48 pm.

Finance Officer Cindy Jones went over the 2022 draft budget.

Trustee Meck made a comment regarding the 44.73% calculation and staff demonstrated how and why this is the calculation.

TOWN OF PAONIA



Trustee Meck moved to allow public comment of five (5) minutes per person, seconded by Trustee Knutson. Motion unanimously passed.

Public Comment:

- Bill Brunner in not in favor of the percentage increase and the purchasing on new vehicles.
- Thomas Markle emailed a spreadsheet he created to Town Administrator Ferguson during the meeting to present his findings on the increases from 2008 through 2022.
- Melissa Munoz made a comment regarding if the marijuana money will be projected and broken down in the budget, Mayor Bacharan stated that it has been presented in previous meeting packet.
- Kris Kendall suggested not to count on the marijuana or grant money.
- Page Smith made comment regarding how the budget numbers have been changing consistently.
- Suzanne Watson commented regarding not having any public or strategic budget planning over the summer, reflect the language regarding pruning of trees Watson is not agreement with the 2022 percent increase and suggested having flat rate increases across the board for the water another suggestion made was to include a better description of the Back the Badge agreement and clarification of why the police department budget can not be lowered.

Trustee Meck moved to reject the 2022 draft budget. Motion failed for lack of a second.

Trustee Meck moved that no vehicles be purchased in 2022. Motion failed for lack of a second.

Trustee Knutson moved to accept the budget as submitted and amended with two- and half-day planning sessions in the month of January 2022, seconded by Trustee Budinger. Motion passed with one (1) nay by Trustee Meck and three (3) ayes.

Trustee Knutson moved to amend the motion to reflect the comments the board herd on explanations on Marijuana, Back the Badge and Water, seconded by Trustee Budinger. Motion unanimously passed.

New Business

Grand Avenue Street Closure Request: The North Fork Valley Creative Coalition representative Amy Deluca presented the board with the request to close of the 200 block of Grand Ave between second and third street for the Paonia Creative District Holiday Art Fair held December 4th. With additional request to have two (2) food trucks and the Town Hall restrooms open to the public and have the streets either plowed if there is snow or swept before the day of the event.

Trustee Meck moved to grant the request for December 4th to include the restrooms of Town Hall be open to public and allow for two (2) food trucks, seconded by Trustee Budinger. Motion passed unanimously,

Community Member Request – Permission to Place Giving Library in Poulos Park – Ms. B. Chambles: Trustee Knutson moved to table this item, seconded by Trustee Meck. Motion unanimously passed.

Community Member Request – Discussion of Multiple Items Attributed to Members of the Town Staff and Mayor Bachran – Mr. W. Brunner: Mr. W. Brunner asked the mayor to relinquish the gavel for this item. Mr. W. Brunner commented on the Town Administrator letters of interest and the process of the grant process. Mayor Bachran respond to Mr. W. Brunner comments. Mr. W. Brunner's request to the board is to direct the mayor to study the meeting minutes, town ordinance and state statutes and to report back to the board on her duties, privileges and limits of her office, and the board make a resolution clarifying what factors are admissible in performance reviews.

TOWN OF PAONIA



Trustee Meck moved to put the grant process on an agenda with in the first quarter of the new year, seconded Trustee Johnson. Motion was rescinded by Trustee Meck.

Trustee Meck moved to extend the meeting for forty-five (45) minutes, seconded by Trustee Budinger. Motion unanimously passed.

Trustee Meck moved to direct the mayor to study the meeting minutes, agendas, town ordinance, state statutes and to report to the board her duty to follow direct or directives the privileges and limits of her office, and that the board pass a resolution clarifying what directives are admissible in staff performance and administration performance reviews. Motion failed for lack of a second.

Trustee Meck moved that the board consider a resolution clarifying what factors are admissible in the performance reviews. Motion failed for lack of a second.

Delta County School District 50J Amended Contract for Apple Valley Tennis Courts Use: Trustee Budinger moved to approve the updated agreement for the Delta County School District 50J Amended Contract for Apple Valley Tennis Courts Use, seconded by Trustee Johnson. Motion unanimously passed.

Resolution 2021-09 Water Rates and Charges: Trustee Knutson moved to approve the resolution 2021-09 water rates and charges, seconded by Trustee Johnson. Motion passed with one (1) nay by Trustee Meck and three (3) ayes.

Board Consideration of Mayor Pro-Tem Appointment: Trustee Meck moved to appoint Trustee Knutson as Mayor Pro-Tem, seconded by Trustee Budinger. Motion unanimously passed.

Trustee Knutson abstained himself from voting.

Board Consideration of Trustee Open Seats: Trustee Budinger moved to accept letters of interest until December 2nd until 4:30pm and set a special meeting for December 7th at 5:30pm, seconded by Trustee Knutson. Motion unanimously passed.

Board Consideration of CIRSA Optional Coverages: Trustee Budinger moved to approve the purchase of additional coverage for no-fault water line and excess liability crime, seconded by Trustee Johnson. Motion unanimously passed.

Bill Brunner suggested looking into a volunteer coverage. Trustee Knutson agreed. Town Administrator will be looking into it.

Board Consideration of DOLA Housing Assessment Grant Application and Board Clarification of the Grant Review Process: Trustee Knutson moved to reject the DOLA housing assessment grant application, seconded by Trustee Meck. Motion failed with two (2) ayes by Trustees Knutson and Meck, and two (2) nays by Trustees Budinger and Johnson, and Mayor Bachran abstained.

Trustee Knutson moved to table this item for the December 14th meeting until there is a full board, seconded by Trustee Johnson. Motion unanimously passed.

Trustee Meck moved to extend the meeting for another twenty (20) minutes, seconded by Trustee Knutson. Motion unanimously passed.

Letter of Support Request – RCAC Federal Grant Through USDA: Trustee Meck moved to replace the wording in the last paragraph second sentence to replace “don’t have” with “lack either,” seconded by Trustee Budinger. Motion unanimously passed.

TOWN OF PAONIA



Trustee Budinger moved to approve the letter of support request – RCAC federal grant through USDA, seconded by Trustee Knutson. Motion passed with two (2) ayes and two (2) nays with Mayor Bachran voting aye.

Police Chief Recruiter Update and Recommendation Moving Forward: Trustee Meck moved to accept the proposal from Government Professional Solutions (GPS) at a cost for no more than fifteen-thousand five hundred dollars (\$15,500) for the proposal to provide professional executive search services for the chief position, seconded by Trustee Knutson. Motion unanimously passed.

Trustee Knutson stated that he would volunteer his time in the recruiting process.

Trustee Meck moved to allow Trustee Knutson to volunteer his time in the recruiting process of the new chief, seconded by Trustee Budinger. Motion unanimously passed.

Trustee Knutson abstained from voting.

Board Consideration of Town Attorney Proposal: Trustee Knutson moved to extend the recruitment for the attorney, seconded by Trustee Johnson. Motion unanimously passed.

Trustee Meck moved to extend the meeting another five (5) minutes, seconded by Trustee Knutson. Motion unanimously passed.

Town Hall Holiday Closure Request: Trustee Knutson moved to approve the holiday closure request from Town Hall, seconded by Trustee Johnson. Motion unanimously passed.

Trustee Knutson moved to approve the expenditure in the police department budget in the amount for the recruiter, seconded by Trustee Budinger. Motion passed with one (1) nay by Trustee Meck and three (3) ayes.

ADJOURNMENT:

The Regular Council Meeting was adjourned at 10:39 pm.

Amanda Mojarro, Deputy Clerk

Mary Bachran, Mayor

**BLUE SAGE CENTER
 PO BOX 700
 Paonia CO 81428-0700**

Fees Due		
Renewal Fee		Waived due to 20B-001
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	Waived due to 20B-001
Related Facility - Campus Liquor Complex	\$160.00 per facility	Waived due to 20B-001
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 BLUE SAGE CENTER FOR THE ARTS INC		Doing Business As Name (DBA) BLUE SAGE CENTER		
Liquor License # 41-74390-0000	License Type Arts License (city)	Sales Tax License # 41743900000	Expiration Date 12/10/2021	Due Date 10/26/2021
Business Address 228 GRAND AVENUE Paonia CO 81428		County Delta	Phone Number 9705277243	
Mailing Address PO BOX 700 Paonia CO 81428-0700		Email		
Operating Manager <i>Debra Muziker</i>	Date of Birth	Home Address	Phone Number	
1. Do you have legal possession of the premises at the street address above? <input checked="" type="radio"/> Yes <input type="radio"/> No Are the premises owned or rented? <input checked="" type="radio"/> Owned <input type="radio"/> 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. Yes <input type="radio"/> No <input checked="" type="radio"/>				
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? Yes <input type="radio"/> No <input checked="" type="radio"/>				
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.? Yes <input type="radio"/> No <input checked="" type="radio"/>				
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. Yes <input type="radio"/> No <input checked="" type="radio"/>				
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. Yes <input type="radio"/> No <input checked="" type="radio"/>				
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. Yes <input type="radio"/> No <input checked="" type="radio"/>				
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. Yes <input type="radio"/> No <input checked="" type="radio"/>				

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	
<i>Debra Muzkar</i>	<i>Executive Director</i>	
Signature	Date	
<i>[Signature]</i>	<i>11/11/21</i>	
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

DR 8177 (06/10/19)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
(303) 205-2300

Report of Changes Corporation, Limited Liability Company and Partnership Liquor and Fermented Malt Beverage Licenses

LLC/Partnership

Corporation See Instructions and Fee Schedule on Page 2

1. Corporate/LLC Partnership Name Friends of the Paradise Theatre		2. State Tax Account Number 30480955-0000		3. State Liquor License Number 03-03234	
4. Trade Name				5. Telephone Number (970) 527-6610	
6. Address of Licensed Premises 215 Grand Ave		City Paonia	State CO	ZIP 81428	
7. Mailing Address if different than above		City	State	ZIP	

8. LIST ALL officers, directors (corporation) or Managing Members (LLC) or General Partner(s). Each officer, Director, Managing Member or Partner MUST FILL OUT a DR 8404-I (Individual History Record).

Position Held	Names	Home Address	DOB	Replaces
President	Philip Salembler	[REDACTED]	[REDACTED]	Elaine M Brett
Treasurer	Ryan B Lehman	[REDACTED]	[REDACTED]	Judith K Martin
Manager	Shayna J Peters	[REDACTED]	[REDACTED]	Joanna M Calabrese
				Sally Kane
				Christopher J Garre
				Peter T Kolbensschlag
				Sunshine M Knight

9. LIST ALL 10% (or more) Stockholders or 10% (or more) Members or 10% (or more) Limited Partners. Each person listed Must Fill out a DR 8404-I (Individual History Record)

Stockholders/Members/Partners owning 10% (or more) of business	% Owned	Home Address	DOB	Replaces

10. Registered Agent Address For Service

Oath of Application
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.

11. Authorized Signature Title Date

Report of Local Licensing Authority
The foregoing changes have been received and examined by the Local Licensing Authority.

12. Local Licensing Authority For

County
 Town/City

Signature *Philip Salembler* Title President Date 10/11/21

Attest Date

Do Not Write In This Space – For Department of Revenue Use Only

Liability Information

License Account Number	Period	Cash Fund	Total

Instructions

Corporation, Limited Liability Company or Partnership Report of Changes

NOTE: ENCLOSE A CHECK PAYABLE TO THE AUTHORITY WHERE THIS APPLICATION WILL BE FILED FOR \$100.00 FOR EACH PERSON LISTED IN SECTIONS 8 AND 9 ON THE APPLICATION. MASTERFILE APPLICANTS MUST INCLUDE A FEE OF \$250.00 FOR EACH PERSON LISTED PAYABLE TO THE COLORADO DEPARTMENT OF REVENUE. (Application filed directly to the state)

NOTE: Check the appropriate box at the top to indicate whether you are Limited Liability Company (LLC), Partnership or Corporation.

Attach the following supporting documents to the Report of Changes Application:

- Certificate of Incorporation (or) Date stamped Articles or, Partnership Agreement (Limited and General Partnerships)
- Certificate of Good Standing dated within the last two years
- Certificate of Authority (only if a foreign corporation)
- Copies of minutes of meetings by the Corporation, Limited Liability Company or Partnership supporting the changes reflected on the front of this application. This includes letters of resignation, or appointment of any officers, or directors of a Corporation, or any managing member or members of a Limited Liability Company, or any general or limited partner in a Partnership (including husband and wife partnerships).
- NOTE: If the Licensee as listed on Line 1 has a sole stockholder that is a Corporation, or LLC, or Partnership, attach a letter designating one officer, or managing member or the general partner to be the "principal person" for the applicant. This person MUST ALSO fill out a DR8404-I (Individual History Record) and submit fingerprints by making an appointment with an approved State Vendor through the Vendor's website:

The vendors are as follows:

IdentoGO - <https://uenroll.identogo.com/>

Phone: 844-539-5539 (toll-free)

IdentoGO FAQs: <https://www.colorado.gov/pacific/cbi/identification-faqs>

Colorado Fingerprinting – <http://www.coloradofingerprinting.com>

Appointment Scheduling Website:

<http://www.coloradofingerprinting.com/cabs/>

Phone: 720-292-2722

Toll Free: 833-224-2227

This application and all supporting documents must FIRST BE FILED WITH, AND APPROVED BY, THE LOCAL LICENSING AUTHORITY (CITY, TOWN, COUNTY). Applications will not be accepted unless all applicable questions are fully answered, all supporting documents correspond exactly with the name of the applicant.

1. List the name of the Corporation or Limited Liability Company or Partnership
2. List the State Sales Tax Number.
3. List the Applicant's State Liquor License Number.
4. List the Trade name of the business.
5. List the area code and telephone number of the business.
6. List the complete address, City, State and Zip Code, of the licensed premises.
7. List your mailing address if different than number 6 above.
8. List all officers, directors of a corporation, or all managing members of the LLC, or General Partners of Limited or General Partnerships. List the person's Position, Home Address, Date of Birth and the name of the person being replaced (if applicable).
9. List all 10% (or more) stockholders or members or Partners, and indicate ownership percentage, Home Address, Date of Birth, and the name of the person they purchased ownership interest from (if applicable).
10. List the name and address for service of the Registered Agent.
11. A person authorized to sign on behalf of the Applicant must sign the application, list their title, and the date the application was signed.
12. To be filled out by the local licensing authority only. List the name of the authority and indicate if the authority is a county, town/city. Then sign the application, list your title and attest the city/county officials signature and date the application.

Permit Application and Report of Changes

Current License Number <u>03-03234</u> All Answers Must Be Printed in Black Ink or Typewritten Local License Fee \$ _____		
1. Applicant is a <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company		Present License Number 03-03234
2. Name of Licensee Friends of the Paradise Theatre		3. Trade Name Paradise Theatre
4. Location Address 215 Grand Ave		
City Paonia	County CO	ZIP 81428
SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.		
Section A – Manager reg/change		Section C
• License Account No. <u>03-03234</u> <input type="checkbox"/> Manager's Registration (Hotel & Restr.) \$75.00 <input type="checkbox"/> Manager's Registration (Tavern) \$75.00 <input checked="" type="checkbox"/> Manager's Registration (Lodging & Entertainment) \$75.00 <input type="checkbox"/> Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.) NO FEE		<input type="checkbox"/> Retail Warehouse Storage Permit (ea) \$100.00 <input type="checkbox"/> Wholesale Branch House Permit (ea) 100.00 <input type="checkbox"/> Change Corp. or Trade Name Permit (ea) 50.00 <input type="checkbox"/> Change Location Permit (ea) 150.00 <input type="checkbox"/> Change, Alter or Modify Premises \$150.00 x _____ Total Fee _____ <input type="checkbox"/> Addition of Optional Premises to Existing H/R \$100.00 x _____ Total Fee _____ <input type="checkbox"/> Addition of Related Facility to an Existing Resort or Campus Liquor Complex \$160.00 x _____ Total Fee _____ <input type="checkbox"/> Campus Liquor Complex Designation No Fee <input type="checkbox"/> Sidewalk Service Area \$75.00
Section B – Duplicate License		
• Liquor License No. _____ <input type="checkbox"/> Duplicate License \$50.00		
Do Not Write in This Space – For Department of Revenue Use Only		
Date License Issued	License Account Number	Period
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 of Revenue may collect the payment amount directly from your bank account electronically.		TOTAL AMOUNT DUE \$ 75.00

Storage Permit	<p>5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit</p> <p><input type="checkbox"/> Retail Warehouse Permit for:</p> <p style="padding-left: 20px;"><input type="checkbox"/> On-Premises Licensee (Taverns, Restaurants etc.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Off-Premises Licensee (Liquor stores)</p> <p><input type="checkbox"/> Wholesalers Branch House Permit</p> <p>Address of storage premise: _____</p> <p>City _____, County _____, Zip _____</p> <p>Attach a deed/ lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.</p>								
Change Trade Name or Corporate Name	<p>6. Change of Trade Name or Corporation Name</p> <p><input type="checkbox"/> Change of Trade name / DBA only</p> <p><input type="checkbox"/> Corporate Name Change (Attach the following supporting documents)</p> <p style="padding-left: 20px;">1. Certificate of Amendment filed with the Secretary of State, or</p> <p style="padding-left: 20px;">2. Statement of Change filed with the Secretary of State, <u>and</u></p> <p style="padding-left: 20px;">3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Old Trade Name</td> <td style="width: 50%;">New Trade Name</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td>Old Corporate Name</td> <td>New Corporate Name</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Old Trade Name	New Trade Name			Old Corporate Name	New Corporate Name		
Old Trade Name	New Trade Name								
Old Corporate Name	New Corporate Name								
Change of Location	<p>7. Change of Location</p> <p>NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.</p> <p>Date filed with Local Authority _____ Date of Hearing _____</p> <p>(a) Address of current premises _____</p> <p style="padding-left: 20px;">City _____ County _____ Zip _____</p> <p>(b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)</p> <p style="padding-left: 20px;">Address _____</p> <p style="padding-left: 20px;">City _____ County _____ Zip _____</p> <p>(c) New mailing address if applicable.</p> <p style="padding-left: 20px;">Address _____</p> <p style="padding-left: 20px;">City _____ County _____ State _____ Zip _____</p> <p>(d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.</p>								

Change of Manager	<p>8. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8).</p> <p>(a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging & Entertainment only) Former manager's name _____ Sunshine Knight New manager's name _____ Shayna Peters</p> <p>(b) Date of Employment _____ 07/12/2021</p> <p>Has manager ever managed a liquor licensed establishment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Does manager have a financial interest in any other liquor licensed establishment? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, give name and location of establishment _____</p>
Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area	<p>9. Modification of Premises, Addition of an Optional Premises, Addition of Related Facility, or Addition of a Sidewalk Service Area</p> <p>NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities.</p> <p>(a) Describe change proposed _____ _____</p> <p>(b) If the modification is temporary, when will the proposed change: Start _____ (mo/day/year) End _____ (mo/day/year)</p> <p>NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00</p> <p>(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? (If yes, explain in detail and describe any exemptions that apply) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(d) Is the proposed change in compliance with local building and zoning laws? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.</p> <p>(g) Attach any existing lease that is revised due to the modification.</p> <p>(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.</p>
Campus Liquor Complex Designation	<p>10. Campus Liquor Complex Designation</p> <p>An institution of higher education or a person who contracts with the institution to provide food services</p> <p>(a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Additional Related Facility	<p>11. Additional Related Facility</p> <p>To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.</p> <p>(a) Address of Related Facility _____</p> <p>(b) Outlined diagram provided Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Instruction Sheet

For All Sections, Complete Questions 1-4 Located on Page 1

Section A

To Register or Change Managers, check the appropriate box in section A and complete question 8 on page 5. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

Section B

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 5 for Oath of Applicant signature.

Section C

Check the appropriate box in section C and proceed below.

- 1) **For a Retail Warehouse Storage Permit**, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 2) **For a Wholesale Branch House Permit**, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 3) **To Change Trade Name or Corporation Name**, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 4) **To modify Premise, or add Sidewalk Service Area**, go to page 4 and complete question 9. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 5) **For Optional Premises** go to page 4 and complete question 9. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County).
- 6) **To Change Location**, go to page 3 and complete question 7. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 7) **Campus Liquor Complex Designation**, go to page 4 and complete question 10. Submit the necessary information and proceed to page 5 for Oath of Applicant signature.
- 8) **To add another Related Facility** to an existing Resort or Campus Liquor Complex, go to page 4 and complete question 11.

Oath of Applicant		
I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge		
Signature <i>J. Knight</i>	Title Executive Director	Date 10/25/2021
Report and Approval of LOCAL Licensing Authority (CITY / COUNTY)		
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.		
Local Licensing Authority (City or County)		Date filed with Local Authority
Signature	Title	Date
Report of STATE Licensing Authority		
The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.		
Signature	Title	Date



Lodging & Entertainment Liquor License Application - Brossanova, LLC
dba Bross Hotel Bed & Breakfast

Summary:

Bross Hotel Bed & Breakfast requests approval of a liquor license for lodging and entertainment at 312 Onarga Avenue, Paonia. Full application included with the packet for Board review.

Notes:

All requirements have been met. All documents fully executed at time of hearing. No issues noted from police department.

1 CCR 203-2 Colorado Liquor Rules
Regulation 47-315

Basis and Purpose. The statutory authority for this regulation is located at subsections 44-3-202(1)(b), 44-3-202(2)(a)(I)(A), 44-3-202(2)(a)(I)(C), 44-3-202(2)(a)(I)(L), and 44-3-202(2)(a)(I)(R), C.R.S. The purpose of this regulation is to describe those sports and entertainment activities which qualify an establishment as an entertainment facility. Additionally, the purpose of this regulation is to describe how to determine the primary business of a lodging and entertainment facility.

A. In addition to other statutory requirements, a lodging and entertainment license may be issued to a qualifying lodging and entertainment facility. A “lodging and entertainment facility” is an establishment that is either:

1. A “lodging facility,” the primary business of which is to provide the public with sleeping rooms and meeting facilities; or
2. An “entertainment facility,” the primary purpose of which is to provide the public with sports or entertainment activities within its licensed premises.

B. To qualify as an entertainment facility, the applicant or lodging and entertainment licensee must demonstrate that its primary business is to provide qualifying sports or entertainment activities within its licensed premises.

1. To qualify as a sports activity, the activity must provide the public with an opportunity to participate in, or to observe others who participate in, an activity such as a game, recreation, team or individual sport, or an activity of a similar nature. Examples of qualifying sports activities include, but are not limited to, the following:

- a. Arcade games;
- b. Billiards;
- c. Bowling;
- d. Golf; or
- e. Laser tag.

2. To qualify as an entertainment activity, the activity must provide the public with an opportunity to participate in or observe others who participate in an activity that is primarily

artistic, cultural, educational, or entertaining, or an activity of a similar nature. Examples of qualifying entertainment activities include, but are not limited to, the following:

- a. Artistic exhibitions, films, or performances;
- b. Arts and crafts classes;
- c. Cooking classes;
- d. Amusement rides; or
- e. Spa experiences.

i. For purposes of this regulation, to qualify as a “spa experience” the facility must offer at least three (3) of the following treatments and experiences:

- A. Facials;
- B. Massage therapy;
- C. Skin treatment;
- D. Body wraps; or
- E. Body waxing.

3. The following activities shall not qualify as entertainment activities for purposes of an entertainment facility:

- a. Any activity not described in subparagraphs (B)(1) or (B)(2) of this regulation; and
- b. Shopping for or receiving goods or personal services, including but not limited to hair care or nail care services.

C. An activity that would otherwise qualify under subparagraphs (B)(1) and (B)(2) of this regulation, shall not qualify if the activity involves the use of a deadly weapon as defined by subsection 18-1-901(3)(e), C.R.S., or creates a substantial health and safety risk to any person.

D. Determining the primary business of a lodging and entertainment facility.

1. To satisfy the requirement that the primary business of a lodging facility is to provide the public with sleeping rooms and meeting facilities, and that serving and selling alcohol beverages is incidental thereto, the lodging facility’s annual gross revenues from the sale of sleeping rooms and meeting facilities must exceed fifty (50) percent of the lodging facility’s total annual gross sales revenues.

2. To satisfy the requirement that the primary business of an entertainment facility is to provide the public with sports or entertainment activities, and that serving and selling alcohol beverages is incidental thereto, the entertainment facility’s annual gross revenues from the sale of sports or entertainment activities must exceed fifty (50) percent of the entertainment facility’s total annual gross sales revenues.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

Colorado Liquor Retail License Application

New License
 New-Concurrent
 Transfer of Ownership
 State Property Only
 Master file

• All answers must be printed in black ink or typewritten
 • Applicant must check the appropriate box(es)
 • Applicant should obtain a copy of the Colorado Liquor and Beer Code: www.colorado.gov/enforcement/liquor

1. Applicant is applying as a/an
 Individual
 Limited Liability Company
 Association or Other
 Corporation
 Partnership (includes Limited Liability and Husband and Wife Partnerships)

2. Applicant If an LLC, name of LLC; if partnership, at least 2 partner's names; if corporation, name of corporation FEIN Number
Brossanova LLC 85-0501770

2a. Trade Name of Establishment (DBA) State Sales Tax Number Business Telephone
Bross Hotel Bed and Breakfast 94518042 (970) 527-6776

3. Address of Premises (specify exact location of premises, include suite/unit numbers)
312 Onarga Avenue

City County State ZIP Code
Paonia Delta CO 81428

4. Mailing Address (Number and Street) City or Town State ZIP Code
PO Box 85 Paonia CO 81428

5. Email Address
brosshotel@paonia.com

6. If the premises currently has a liquor or beer license, you must answer the following questions

Present Trade Name of Establishment (DBA)	Present State License Number	Present Class of License	Present Expiration Date

Section A Nonrefundable Application Fees*	Section B (Cont.) Liquor License Fees*
<input type="checkbox"/> Application Fee for New License \$1,550.00 <input checked="" type="checkbox"/> Application Fee for New License w/Concurrent Review \$1,650.00 <input type="checkbox"/> Application Fee for Transfer \$1,550.00	<input type="checkbox"/> Liquor-Licensed Drugstore (County) \$312.50 <input checked="" type="checkbox"/> Lodging & Entertainment - L&E (City) \$500.00 <input type="checkbox"/> Lodging & Entertainment - L&E (County) \$500.00 <input type="checkbox"/> Manager Registration - H & R \$75.00 <input type="checkbox"/> Manager Registration - Tavern \$75.00 <input type="checkbox"/> Manager Registration - Lodging & Entertainment \$75.00 <input type="checkbox"/> Manager Registration - Campus Liquor Complex \$75.00 <input type="checkbox"/> Optional Premises License (City) \$500.00 <input type="checkbox"/> Optional Premises License (County) \$500.00 <input type="checkbox"/> Racetrack License (City) \$500.00 <input type="checkbox"/> Racetrack License (County) \$500.00 <input type="checkbox"/> Resort Complex License (City) \$500.00 <input type="checkbox"/> Resort Complex License (County) \$500.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (City) \$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (County) \$160.00 <input type="checkbox"/> Related Facility - Campus Liquor Complex (State) \$160.00 <input type="checkbox"/> Retail Gaming Tavern License (City) \$500.00 <input type="checkbox"/> Retail Gaming Tavern License (County) \$500.00 <input type="checkbox"/> Retail Liquor Store License-Additional (City) \$227.50 <input type="checkbox"/> Retail Liquor Store License-Additional (County) \$312.50 <input type="checkbox"/> Retail Liquor Store (City) \$227.50 <input type="checkbox"/> Retail Liquor Store (County) \$312.50 <input type="checkbox"/> Tavern License (City) \$500.00 <input type="checkbox"/> Tavern License (County) \$500.00 <input type="checkbox"/> Vintners Restaurant License (City) \$750.00 <input type="checkbox"/> Vintners Restaurant License (County) \$750.00
Section B Liquor License Fees*	
<input type="checkbox"/> Add Optional Premises to H & R \$100.00 X _____ Total _____ <input type="checkbox"/> Add Related Facility to Resort Complex \$75.00 X _____ Total _____ <input type="checkbox"/> Add Sidewalk Service Area \$75.00 <input type="checkbox"/> Arts License (City) \$308.75 <input type="checkbox"/> Arts License (County) \$308.75 <input type="checkbox"/> Beer and Wine License (City) \$351.25 <input type="checkbox"/> Beer and Wine License (County) \$436.25 <input type="checkbox"/> Brew Pub License (City) \$750.00 <input type="checkbox"/> Brew Pub License (County) \$750.00 <input type="checkbox"/> Campus Liquor Complex (City) \$500.00 <input type="checkbox"/> Campus Liquor Complex (County) \$500.00 <input type="checkbox"/> Campus Liquor Complex (State) \$500.00 <input type="checkbox"/> Club License (City) \$308.75 <input type="checkbox"/> Club License (County) \$308.75 <input type="checkbox"/> Distillery Pub License (City) \$750.00 <input type="checkbox"/> Distillery Pub License (County) \$750.00 <input type="checkbox"/> Hotel and Restaurant License (City) \$500.00 <input type="checkbox"/> Hotel and Restaurant License (County) \$500.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (City) \$600.00 <input type="checkbox"/> Hotel and Restaurant License w/one opt premises (County) \$600.00 <input type="checkbox"/> Liquor-Licensed Drugstore (City) \$227.50	

* Note that the Division will not accept cash

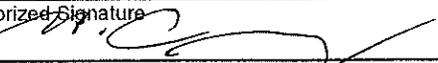
Questions? Visit: www.colorado.gov/enforcement/liquor for more information

Do not write in this space - For Department of Revenue use only

Liability Information			
License Account Number	Liability Date	License Issued Through (Expiration Date)	Total \$

Name Brossanova LLC	Type of License Lodging & Entertainment	Account Number		
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):				
a. Been denied an alcohol beverage license?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
b. Had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
c. Had interest in another entity that had an alcohol beverage license suspended or revoked?		<input type="checkbox"/> <input checked="" type="checkbox"/>		
If you answered yes to 8a, b or c, explain in detail on a separate sheet.				
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
or				
Waiver by local ordinance?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
Other: _____				
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,0000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input type="checkbox"/>		
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,0000? NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.		<input type="checkbox"/> <input type="checkbox"/>		
13 a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?		<input type="checkbox"/> <input type="checkbox"/>		
13 b. Are you a Colorado resident?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any <u>current</u> financial interest in said business including any loans to or from a licensee.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
15. Does the applicant, as listed on line 2 of this application, have legal possession of the premises by ownership, lease or other arrangement?		<input checked="" type="checkbox"/> <input type="checkbox"/>		
<input checked="" type="checkbox"/> Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Other (Explain in Detail) _____ a. If leased, list name of landlord and tenant, and date of expiration, exactly as they appear on the lease:				
Landlord	Tenant	Expires		
b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.		<input type="checkbox"/> <input checked="" type="checkbox"/>		
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8 1/2" X 11".				
16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary.				
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.				
17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises: Has a local ordinance or resolution authorizing optional premises been adopted?				<input type="checkbox"/> <input type="checkbox"/>
Number of additional Optional Premise areas requested. (See license fee chart)				<input type="text"/>
18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.				
19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:				
a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise?				<input type="checkbox"/> <input type="checkbox"/>
If "yes" a copy of license must be attached.				

Name Brossanova LLC	Type of License Lodging & Entertainment	Account Number		
20. Club Liquor License applicants answer the following: Attach a copy of applicable documentation				
a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
c. How long has the club been incorporated?				
d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
21. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:				
a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached)		Yes <input type="checkbox"/> No <input type="checkbox"/>		
22. Campus Liquor Complex applicants answer the following:				
a. Is the applicant an institution of higher education?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
b. Is the applicant a person who contracts with the institution of higher education to provide food services? If "yes" please provide a copy of the contract with the institution of higher education to provide food services.		Yes <input type="checkbox"/> No <input type="checkbox"/>		
23. For all on-premises applicants.				
a. Hotel and Restaurant, Lodging and Entertainment, Tavern License and Campus Liquor Complex, the Registered Manager must also submit an Individual History Record - DR 8404-I and fingerprint submitted to approved State Vendor through the Vendor's website. See application checklist, Section IV, for details.				
b. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit a Manager Permit Application - DR 8000 and fingerprints.				
Last Name of Manager Yengling		First Name of Manager Mike		
24. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
25. Related Facility - Campus Liquor Complex applicants answer the following:				
a. Is the related facility located within the boundaries of the Campus Liquor Complex? If yes, please provide a map of the geographical location within the Campus Liquor Complex. If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.		Yes <input type="checkbox"/> No <input type="checkbox"/>		
b. Designated Manager for Related Facility- Campus Liquor Complex				
Last Name of Manager		First Name of Manager		
26. Tax Information.				
a. 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?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
b. 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.?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all Officers, Directors, General Partners, and Managing Members. In addition, applicant must list any stockholders, partners, or members with ownership of 10% or more in the applicant. All persons listed below must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.				
Name Mike Yengling	Home Address, City & State [REDACTED]	DOB	Position	%Owned 49
Name Suzanne Tripp	Home Address, City & State [REDACTED]	DOB	Position	%Owned 51
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
Name	Home Address, City & State	DOB	Position	%Owned
** If applicant is owned 100% by a parent company, please list the designated principal officer on above. ** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable) ** If total ownership percentage disclosed here does not total 100%, applicant must check this box: <input checked="" type="checkbox"/> Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.				

Name Brossanova LLC		Type of License Lodging & Entertainment	Account Number	
Oath Of Applicant				
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. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.				
Authorized Signature 		Printed Name and Title Mike Yengling, Co-owner		Date 10/25/21
Report and Approval of Local Licensing Authority (City/County)				
Date application filed with local authority 10/28/2021		Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application) 12/14/2021		
The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:				
<input checked="" type="checkbox"/> Fingerprinted <input checked="" type="checkbox"/> Subject to background investigation, including NCIC/CCIC check for outstanding warrants				
That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license				
(Check One)				
<input type="checkbox"/> Date of inspection or anticipated date _____ <input checked="" type="checkbox"/> Will conduct inspection upon approval of state licensing authority				
<input type="checkbox"/> Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,0000?				Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,0000?				<input type="checkbox"/> <input checked="" type="checkbox"/>
NOTE: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.				
<input type="checkbox"/> Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period?				<input type="checkbox"/> <input checked="" type="checkbox"/>
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. Therefore, this application is approved.				
Local Licensing Authority for Town of paonia		Telephone Number 970-527-4101		<input checked="" type="checkbox"/> Town, City <input type="checkbox"/> County
Signature	Print	Title	Date	
Signature	Print	Title	Date	

Tax Check Authorization, Waiver, and Request to Release Information

I, Mike Yengling am signing this Tax Check Authorization, Waiver and Request to Release information (hereinafter "Waiver") on behalf of Brossanova LLC (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.

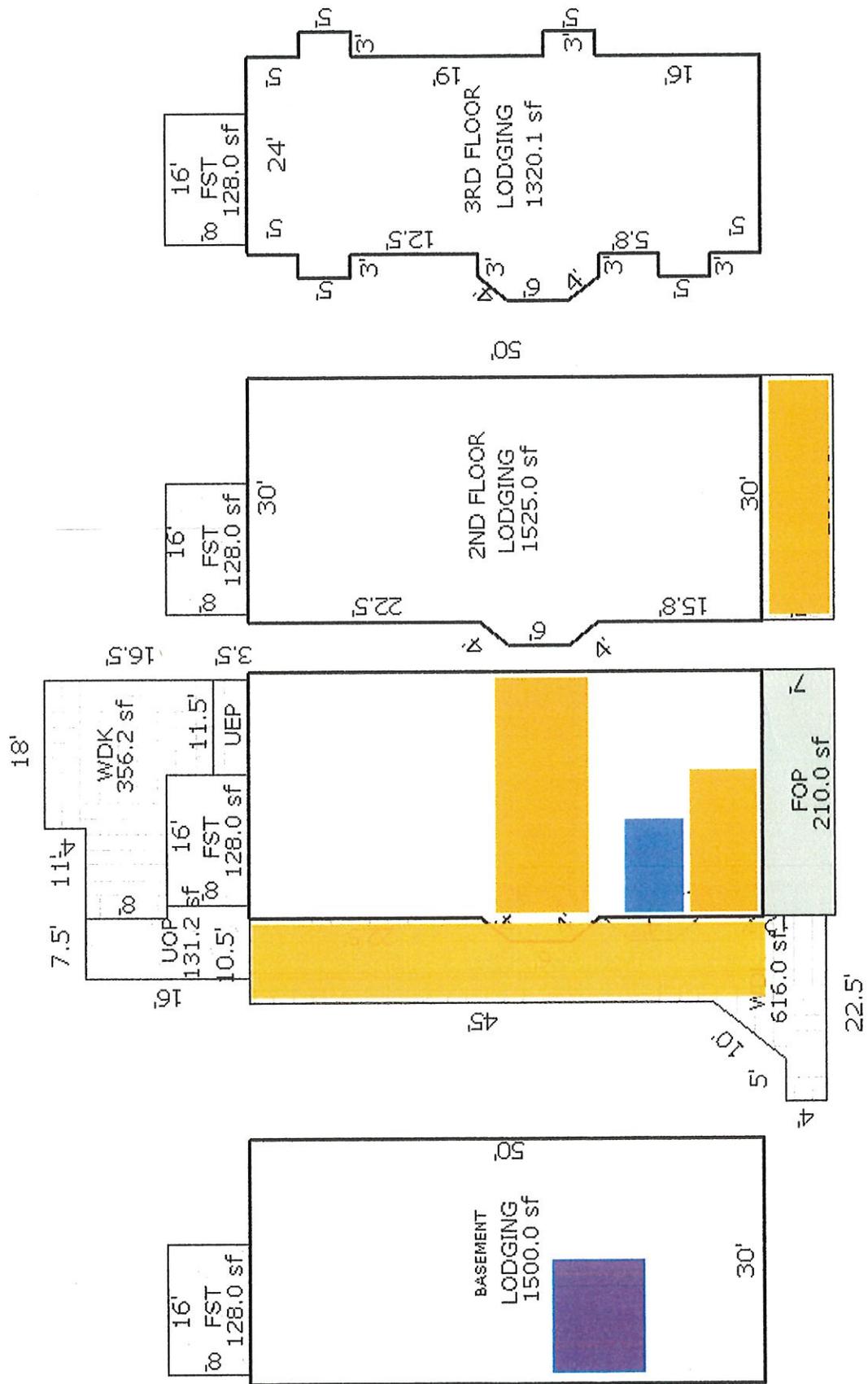
By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, 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) <p style="text-align: center;">Brossanova LLC</p>		Social Security Number/Tax Identification Number <p style="text-align: center;">[REDACTED]</p>	
Address <p style="text-align: center;">312 Onarga Avenue</p>			
City <p style="text-align: center;">Paonia</p>		State <p style="text-align: center;">CO</p>	Zip <p style="text-align: center;">81428</p>
Home Phone Number <p style="text-align: center;">[REDACTED]</p>		Business/Work Phone Number	
Printed name of person signing on behalf of the Applicant/Licensee <p style="text-align: center;">Mike Yengling</p>			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)			Date signed <p style="text-align: center;">10/25/2021</p>

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).

Bross Hotel liquor license application (Lodging & Entertainment License)



- Alcohol storage location
(secure, locked room in basement)
- Alcohol serving location
(hotel lobby)
- Alcohol consumption location
(lobby; dining room; 2nd story porch; S. side deck - *fenced)

WARRANTY DEED

THIS DEED, is dated August 31, 2020, and is made between Embrossed LLC, a Colorado limited liability company

(whether one, or more than one), the "Grantor," of the * County of Delta and State of Colorado, and Brossanova, LLC, a Colorado limited liability company

(whether one, or more than one), the "Grantee," whose legal address is PO Box 85 312 Onarga Ave., Paonia, Co 81428

of the County of Delta and State of Colorado

WITNESS, that the Grantor, for and in consideration of the sum of Eight hundred twenty-five thousand and no/100ths DOLLARS, (\$825,000.00), the receipt and sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, conveys and confirms unto the Grantee and the Grantee's heirs and assigns forever, all the real property, together with any improvements thereon, located in the County of Delta and State of Colorado, described as follows:

A parcel of land located within Lots 1-6, Block 9 of the Original Town of Paonia, Section 20, Township 14 South, Range 92 West of the 6th Principal Meridian, Delta County, Colorado, better described as beginning at the SE corner of said Block 9; thence along the south line of said Block 9 West 56.25 feet to the east edge of the building; thence leaving said south line along the east edge of building North 60.25 feet to the northeast corner of said building; thence along the north edge of building West 0.50 feet; thence leaving said north edge of building North 54.75 feet to the south line of Lot 5; thence West 78.25 feet to the east side of the alley; thence along said east line of alley North 50.00 feet to the north line of Lot 6, thence along said north line of Lot 6 East 135.00 feet to the East line of Block 9; thence South 165.00 feet to the true point of beginning.

Delta County, State of Colorado.

also known by street address as: 312 Onarga Ave., Paonia, Co 81428 and assessor's schedule or parcel number: R019383

TOGETHER with all and singular the hereditaments and appurtenances thereunto belonging, or in anywise appertaining, the reversions, remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim and demand whatsoever of the Grantor, either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances;

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the Grantee and the Grantee's heirs and assigns forever.

The Grantor, for the Grantor and the Grantor's heirs and assigns, does covenant, grant, bargain, and agree to and with the Grantee, and the Grantee's heirs and assigns: that at the time of the ensembling and delivery of these presents, the Grantor is well seized of the premises above described; has good, sure, perfect, absolute and indefeasible estate of inheritance, in law and in fee simple; and has good right, full power and lawful authority to grant, bargain, sell and convey the same in manner and form as aforesaid; and that the same are free and clear from all former and other grants, bargains, sales, liens, taxes, assessments, encumbrances and restrictions of whatever kind or nature soever, except and subject to: none; or the following matters:

except for taxes for the current year, a lien but not yet due and payable, subject to statutory exceptions as defined in CRS38-30-113, revised.

And the Grantor shall and will WARRANT THE TITLE AND DEFEND the above described premises, *but not any adjoining vacated street or alley*, if any, in the quiet and peaceable possession of the Grantee and the heirs and assigns of the Grantee, against all and every person or persons claiming the whole or any part thereof.

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

Embossed LLC, a Colorado limited liability company

[Signature]
BY: Kevin S. Kropp, Manager

[Signature]
By: Karen A. Kropp, Manager

STATE OF COLORADO

County of *Delta*

} ss.

The foregoing instrument was acknowledged before me this *31* day of *Aug*, 20 *20*, by Embossed LLC, a Colorado limited liability company BY: Kevin S. Kropp, Manager and Karen A. Kropp, manager .

KEVIN S. KROPP
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID NO 66000112
M. Christopher Embossed LLC, A, LLC

*Insert "City and" if applicable.

Witness my hand and official seal.
My commission expires:

[Signature]

Notary Public

Name and Address of Person Creating Newly Created Legal Description (§38-35-106.5, C.R.S.)

AGENDA SUMMARY FORM

	Ordinance 2021-09 Outdoor Lighting Regulations - First Read		
<p>Summary: The draft outdoor lighting regulation ordinance has been before the Board on four (4) agendas over 2020 and 2021. At the last meeting the ordinance was referred to the planning commission for review and recommendation.</p>			
<p>Notes: At the October 21st planning commission meeting the commission voted unanimously to recommend approval to the Board of Trustees.</p>			
<p>Possible Motions: Motion by: _____ 2nd: _____ vote: _____</p>			
Vote:	Trustee Budinger	Trustee Johnson	Trustee Knutson
Trustee Meck	Trustee Smith	Trustee Thompson	Mayor Bachran

December 10, 2021

**TOWN OF PAONIA, COLORADO
ORDINANCE NO. 2021-09**

**AN ORDINANCE OF THE TOWN OF PAONIA, COLORADO
AMENDING THE PAONIA MUNICIPAL CODE TO WITH
THE ADDITION OF CERTAIN SECTIONS TO CHAPTER 6,
ARTICLE 5 REGARDING OUTDOOR LIGHTING
REGULATIONS**

WHEREAS, glare and light pollution can result in safety concerns, diminish the ability to view the night sky, and impact community character; and

WHEREAS, the Paonia Board of Trustees desires to pursue certification through the International Dark-Sky Association to become an International Dark Sky Community; and

WHEREAS, the Town of Paonia has invested, and continues to invest, in protecting the important dark sky resource.

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

Section 1. Code Amendment. Chapter 6, Article 5, is hereby added to the Paonia Municipal Code to read as follows:

See enclosed Exhibit A.

Section 2. 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 3. Repeal of Prior Ordinances.

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

Section 4. Ordinance Effect.

Existing ordinances or parts of ordinances covering the same matters as embraced in this Ordinance are hereby repealed and any and all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed; provided, however, that the repeal of any ordinance or parts of ordinances of the Town shall not revive any other section of any ordinance or ordinances hereto before repealed or superseded, and further provided that this repeal shall not

affect or prevent the prosecution or punishment of any person for any act done or committed in violation of any ordinance hereby repealed prior to the taking effect of this Ordinance.

Section 5. Effective Date.

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

INTRODUCED, READ, AND REFERRED before the Board of Trustees for the Town of Paonia, Colorado, on the 27th day of July 2021.

HEARD AND FINALLY ADOPTED by the Town of Paonia Board of Trustees for the Town of Paonia, Colorado, on the 14th day of December 2021.

TOWN OF PAONIA

By: _____
Mary Bachran, Mayor

ATTEST:

Corinne Ferguson, Town/Administrator Clerk

**TOWN OF PAONIA, COLORADO
ORDINANCE NO. 2021-09**

EXHIBIT A

Outdoor Lighting Regulations

Subsections:

- 6-5-1 Purpose
- 6-5-2 Definitions
- 6-5-3 Applicability
- 6-5-4 General Provisions and Requirements
- 6-5-5 Nonconforming Lights.
- 6-5-6 Administration and Enforcement.
- 6-5-7 Appeals and Variances.

6-5-1 Purpose

- 1.1 Maintain nighttime visibility and safety while maintaining the rural atmosphere and small town character of Paonia.
- 1.2 Minimize light pollution and glare. Protect citizens from unwanted outdoor lighting that would enter homes and businesses.
- 1.3 Promote energy conservation by promoting efficient use of lighting.
- 1.4 Prevent unnecessary or inappropriate outdoor lighting that impacts the dark sky resource, qualifying Paonia as an International Dark Sky Association (IDA) designated community.
- 1.5 Help mitigate sleep and wildlife migration related issues through use of minimum necessary outdoor lighting and by using light bulbs with a warmer color.

6-5-2 Definitions

- 2.1 Terms used in Outdoor Lighting Regulations
 - 2.1.1 Correlated color temperature (CCT): A specification of the color appearance of the light emitted by a lamp, relating its color to the color of light from a reference source when heated to a particular temperature, measured in degrees kelvin (K). (1)
 - 2.1.2 Dark Sky resource: The dark sky unpolluted by artificial light sources typically as seen on moonless nights.

- 2.1.3 Fully shielded fixture: An outdoor light fixture that is designed and mounted such that all light rays are emitted by the installed fixture at angles below the horizontal plane and such that no light rays are emitted at angles which will allow the light to pass directly off of the premises appurtenant to the fixture.
- 2.1.4 Lumens: A measure of brightness that is defined as a unit of luminous flux in the International System of Units, that is equal to the amount of light given out through a solid angle by a source of one candela intensity radiating in all directions. (1) 850 lumens = 60 watt equivalent. (See Appendix - Note No. 4)
- 2.1.5 Light Trespass: Light falling where it is not intended to illuminate property, grounds, or buildings in an objectionable manner.
- 2.1.6 Adaptive Controls: devices such as timers, motion-sensors, light-sensitive switches, and other means used to actively regulate the emission of light from light fixtures.
- 2.1.7 Multiunit residential properties an undivided or combination of undivided lots under one or more ownership or lease arrangements occupied by multiple dwelling units.
- 2.1.8 Non-residential an undivided or combination of undivided lots under one or more ownership or lease arrangements used for commercial, industrial, lodging, institutional, or government use.
- 2.1.9 Single family residential properties an undivided or combination of undivided lots under one ownership occupied by a single family residential structure and any accessory dwelling structures.
- 2.1.10 Mixed use an undivided or combination of undivided lots under one or more ownership or lease arrangements used for a mixture of commercial, industrial, institutional, government, and residential use.
- 2.1.11 Lumens per Net Acre: The amount of light specified in lumens that is allocated to the developed portion (net acre) of the gross size of a lot parcel. (See Appendix Note No. 2)

6-5-3 Applicability

3.1 All exterior outdoor lighting installed after the effective date of this Ordinance shall conform to the requirements established by this Chapter 6 Section 5.

3.2 Nonconforming Lighting: All lawful nonconforming lighting prior to the effective date of this ordinance shall be regulated according to requirements defined in Section 6.5.5 of the Town Code.

6-5-4 GENERAL PROVISIONS and REQUIREMENTS

(A) All non-exempt outdoor light fixtures and illuminating devices permanently or temporarily installed outdoors, including but not limited to devices to illuminate signs, shall meet the following requirements:

(1) Shielding. Unless exempted elsewhere in this section, all luminaires whose initial lumens exceed one hundred (100) lumens shall be fully shielded. (See Appendix Note No. 5 for examples of shielded and unshielded luminaires)

(2) All fixtures designed to illuminate signs or structures shall be fully shielded and with a CCT as specified in items Section 6-5-4(A)(1) and (A)(4) of General Provisions and Requirements. The lighting fixtures shall be mounted above the area of the sign or structure to be illuminated.

(3) Blinking, flashing, rotating or moving lights are prohibited

(4) Maximum Color Temperature of all lighting fixtures: The correlated color temperature (CCT) of any outdoor lighting fixture shall not exceed three thousand degrees kelvin (3000°K). (See Appendix Note No. 4 below)

(5) The following lumen limits are established to prevent over lighting. Each parcel within the Town should use responsible lighting practices including using the lowest number of lumens needed for the site to provide for safety and functionality:

- a) For non-residential, and mixed use properties the total amount of outdoor lighting shall not exceed twenty-five thousand (25,000) lumens per net acre. Each lighting fixture shall be limited to 1500 lumens.
- b) For multiunit residential properties the total amount of outdoor lighting, shall not exceed twenty thousand (20,000) lumens per net acre. Each fixture shall be limited to 850 lumens.
- c) For single family residential properties, the total amount of outdoor lighting, shall not exceed six thousand five hundred (6,500) lumens. Each fixture shall be limited to 850 lumens.
- d) All properties shall use adaptive controlled lighting where practical.

(6) Unshielded Lighting shall be prohibited, except for special cases meeting exemption requirements of subsection (B), and also meeting lumen limits in subsection(C).

(7) Existing overhead street lighting owned, operated, or leased by the Town of Paonia shall be compliant with the listed lighting requirements in sections 6-5-4 (A)

items 1 and 4 and shall be limited to a lumens cap of 5000 lumens per lamp, unless required for safety reasons as approved by the Town Board of Trustees.

(8) Lighting Curfews:

- a) Lighting used at community and athletic events (including outdoor concerts and other Town-approved events) shall be turned off one hour after the conclusion of the event.
- b) Lighting in Town buildings shall be turned off one hour after close of business or other approved activities unless authorized by appropriate Town authority for safety or maintenance reasons.
- c) Commercial lighting shall be turned off one hour after close of business, except for safety of employees or customers if operations are throughout the night.
- d) Adaptive Controls (such as motion, light sensitive detectors, etc.) shall be used in outdoor commercial and residential lighting where practical.
- e) Adaptive controls or curfews should be employed by the Town of Paonia in all new public outdoor lighting installations, except in situations where a public health hazard exists which can only be mitigated by artificial light at night.

(9) The following restrictions shall be required on the installation and operation of outside illuminated signs:

- a) Luminance levels for operation between sunset and sunrise shall not exceed 100 nits (100 candelas per square meter) as measured under conditions of a full white display.
- b) Sign illumination shall be extinguished completely one hour after sunset and remain off until one hour before sunrise, or at the close of business; whichever is later.
- c) The luminous/illuminated surface area of an individual sign shall not exceed any limits as may be defined in the Town Code.

(B) The following are exempt from the provisions of Subsection (A), provided the provisions in Subsection C are met.

- (1) Lights used to illuminate athletic fields, outdoor recreation areas, and areas used for concerts and other outdoor community events shall be exempt from provisions of subsection (A) provided all of the following conditions are met.
 - a. Illuminating Engineering Society (IES) lighting guidelines (RP-6) are followed according to the appropriate class of play.
 - b. Field lighting is provided exclusively for illumination of the surface of play and viewing stands, and not for any other applications
 - c. Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance)

- d. Off-site impacts of the lighting will be limited to the greatest practical extent possible
 - e. A curfew such that lights must be extinguished by one hour after the end of activity, and no later than 10:30 PM Standard Time / 11:30 PM Daylight Savings Time. Variances can be permitted on a case by case review for special events that go to midnight.
 - f. Timers must be installed to prevent lights being left on accidentally over- night by automatically extinguishing them
- (2) Signs, postings which are illuminated by building interior light sources, such as neon signs or other lights, provided such signs are lit only during the property owner's business hours.
 - (3) Official traffic control devices and lights owned and operated by or pursuant to proper authority of the United States of America, the State of Colorado or any of their agencies, and such other lights as are specifically required by federal or state law.
 - (4) Lawful vehicle lights.
 - (5) Holiday lights, provided all conditions are met:
 - a. Holiday lighting shall be temporary and illuminated no more than 75 days during any one-year period.
 - b. Holiday displays of over 1250 total lumens per parcel, and holiday luminaires exceeding 850 lumens each, are subject to a curfew, and must be turned off from 10:30 pm until 1 hour before sunrise each night.
 - (6) Flagpoles. Property owners are encouraged to not illuminate flagpoles at night, but rather to hoist flags after dawn and lower flags before sunset.

C) Maximum allowed amounts of unshielded lighting. On no parcel shall the amount of allowed unshielded lighting to exceed, in the aggregate, the following values per net acre according to lighting zone:

- a) For mixed use / industrial: (1000) lumens.
- b) For multi-unit residential: (1000) lumens.
- c) For single-family units (1000) lumens.
- d) Temporary holiday lights are not counted toward these limits.

(D) Interior Lighting.

- (1) Interior lighting direct rays shall be blocked from trespassing (straying) beyond the property boundaries of the source.

(E) Greenhouse lighting shall meet the following requirements:

- (1) All greenhouse lighting is subject to General Provisions and Requirements as outlined in Section 6-5-4. In addition, greenhouses shall be fully covered with blackout tarps or covers to limit light spilling from the premises onto adjacent lands or into the night sky according to the following:

- a. Blackout curtain must cover at least 95% of walls and 98% of roofs during lighting operation.
 - b. Opacity of the blackout material must be at least 99%.
 - c. Interior lighting must be designed and installed to not send any light upward.
- (2) Greenhouse lighting that is not fully covered is subject to a curfew and shall be extinguished one hour after sunset and remain off until one hour before sunrise.

6-5-5 NONCONFORMING LIGHTS

(A) Lights which were lawfully existing and in use at the time they became nonconforming with the requirements of this Section 6-5 by virtue of the initial adoption of this Section, subsequent amendment to this Section or by annexation into the Town, may continue to be used and operated subject to the limitations of this Section.

(B) The right to operate lawful nonconforming fixtures and or lawful nonconforming lamps shall terminate upon any of the following:

- (1) Replacement of the light fixture or lamp.
- (2) Damage to the light fixture so that the cost of repair is 50% or more of the cost to replace it with a conforming fixture.

(C) All nonconforming Public and Private Lighting either, owned or leased shall be brought into compliance with Section 6-5-4 within 10 years from the adoption of this Ordinance.

6-5-6 ADMINISTRATION AND ENFORCEMENT.

(A) The provisions of this Section shall be administered by the building official or other authorized Town officer or employee.

(B) It shall be unlawful to violate any provision of this Section.

(C) Any continuing violation of this Section is hereby declared to be nuisance, which may be abated by the Town in any lawful manner or enjoined by a court of competent jurisdiction.

(D) No building permit or occupancy permit shall be issued for work which has noncomplying light fixtures. See Town of Paonia Building Permit Checklist.

(E) Changes or upgrades to existing outdoor lighting will utilize town provided education materials on shielded fixtures and energy efficient dark sky compliant lamps. (See Appendix Note No. 3 -5)

6-5-7 APPEALS AND VARIANCES.

(A) Any person aggrieved by an interpretation of this Section or decision of the Town made in the administration of this Section, may appeal the interpretation or decision to the Town Lighting Decision Group - consisting of the Town Administrator, Chief of Police, Public Works Director, and a Trustee from Town Council appointed by the Mayor - pursuant to the review procedure of Section TBD of the Paonia Municipal Code upon payment of variance application fee.

(B) (1) Any person may apply for a variance to the Board of Appeals from the provisions of this section in accordance with Section 16-15-10 of the Town Code.

(2) The Board of Appeals may grant a variance only upon a determination that the following criteria are met:

(a) The variance will be consistent with the public health, safety and welfare.

(b) The variance is justified by unreasonable hardship not created by the activities of the applicant or strict compliance is unfeasible.

(c) The variance will be substantially consistent with the purposes of this Chapter Six, Article 5, to avoid nuisances to others, preserve the natural dark sky resource and to maintain IDA community dark sky designation, conserve energy, reduce glare, promote traffic and pedestrian safety, preserve the small-town character of Paonia and promote the Town's Master Plan.

APPENDIX

1. Since 2012, the Federal Trade Commission has required that labelling of all light bulbs include temperature (Kelvins) and light output (lumens.) Concerning color temperatures, a CCT of about 5000K approximates sunlight and a CCT of 3000K will have a slightly yellow appearance.
2. Lumens per net acre: For example, a one-acre (44000sqft) lot is developed with a 6000 sq ft multiunit condo plus a 2000sqft wrap-around deck, a 2000sqft detached garage and adjacent developed patio of 1000sqft. Additionally, landscaping improvements around the condo, deck, patio and detached garage adds another 5000sq ft bringing the total developed portion of the lot to 16000sqft or 16000/44000 – approximately 36% of that gross one acre lot. The

lumens allocation for this multiunit example is 20000/per net acre or $20000 \times 0.36 = 7272$ lumens.

Continued on Next Page:

(3) Color Temperature Comparison:



(4) Lumens to Wattage Conversion:

The left column shows how many watts are used to achieve a lumen amount (middle column) while the right column shows how many watts are needed for the same amount of lumens when using an LED light. As you can see, LEDs require much less wattage for the same result.

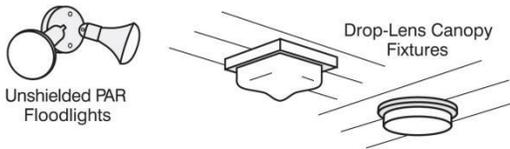
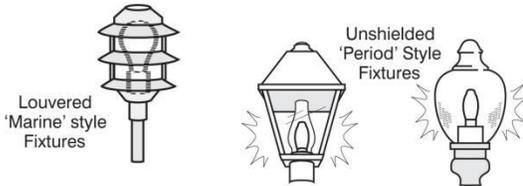
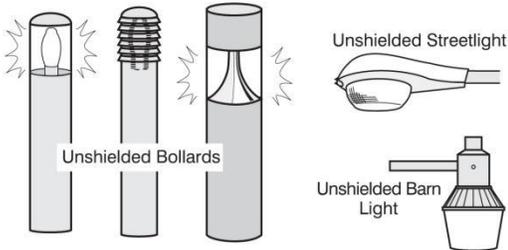
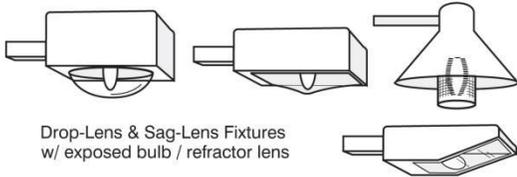
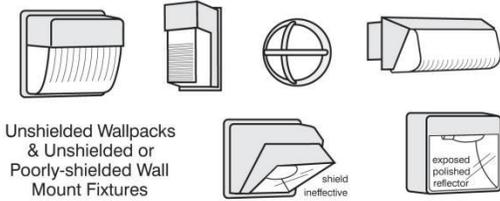
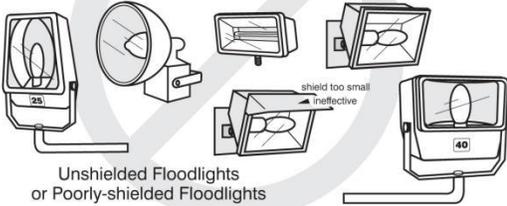
WATTS (INCANDESCENT)	MINIMUM LUMENS	WATTS (LED)
		
25	200	4 to 9
40	450	9 to 13
60	800	13 to 15
75	1,100	18 to 25
100	1,600	23 to 30
125	2,000	22 to 40
150	2,600	40 to 45
200	3,000	45 to 50

(5) Examples of Acceptable (fully shielded) and Unacceptable Dark Sky lighting:

Examples of Acceptable / Unacceptable Lighting Fixtures

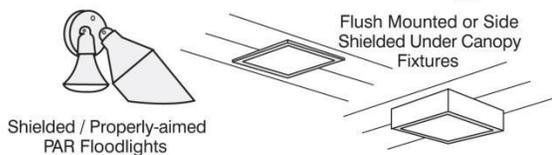
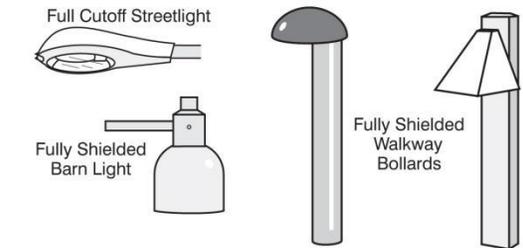
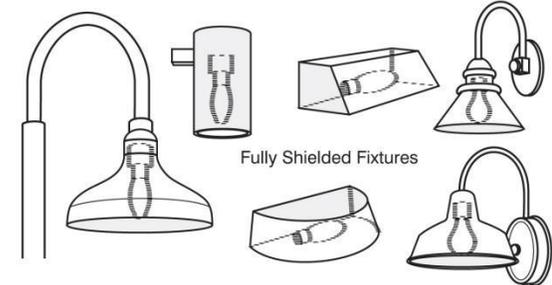
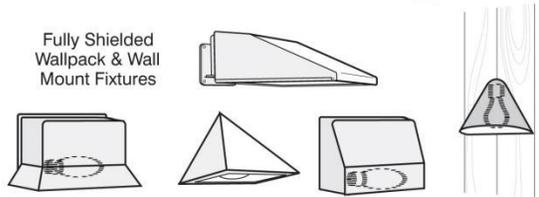
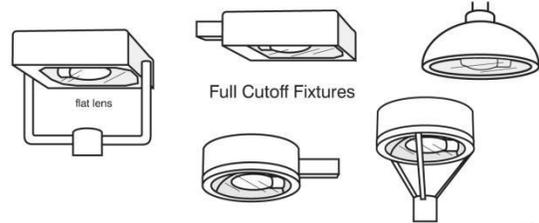
Unacceptable / Discouraged

Fixtures that produce glare and light trespass



Acceptable

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Illustrations by Bob Crelin © 2005. Rendered for the Town of Southampton, NY. Used with permission.

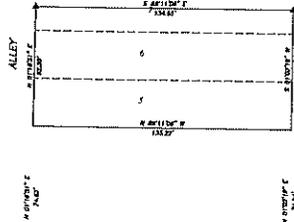
AGENDA SUMMARY FORM

	Discussion Item Only: Main Avenue Fence Encroachment		
<p>Summary: Discussion regarding Town property fence encroachment.</p>			
<p>Notes: Plat prepared by Wilmore and Company attached.</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2nd: _____ vote: _____</p>			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

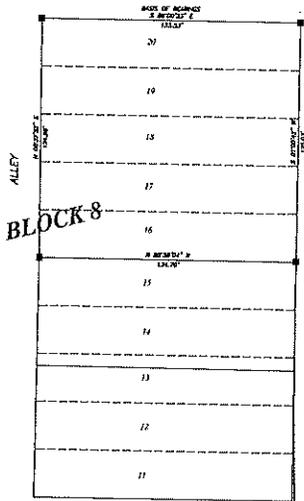
December 10, 2021

BOUNDARY SURVEY PREPARED FOR
PATRICK McCARNEY
 LOTS 24, 25 AND 26 IN BLOCK 1 OF THE
 WITHIN THE NE1/4 OF SECTION 6, T.14S., R.91W., 6TH P.M.
 TOWN OF PAONIA, COUNTY OF DELTA, STATE OF COLORADO

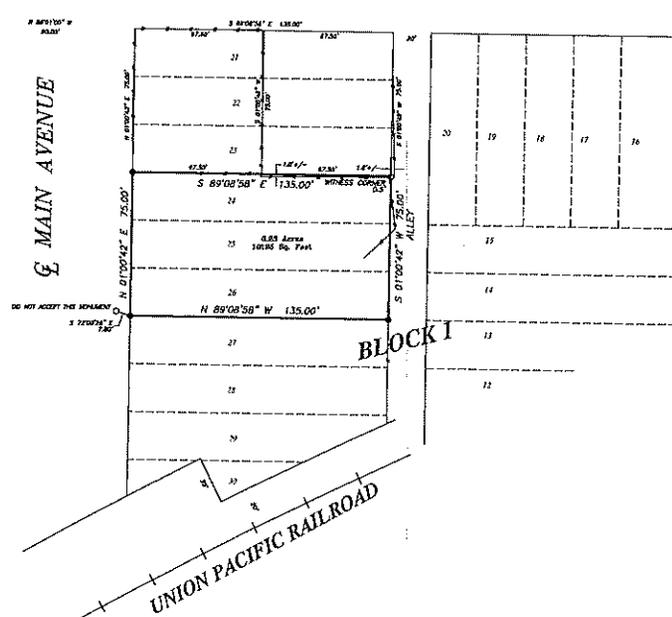
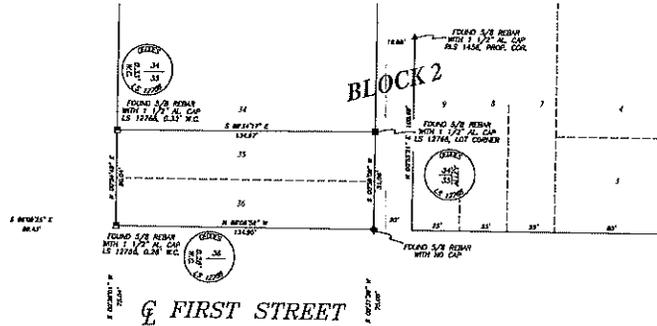
BLOCK 7



BLOCK 8



BLOCK 2

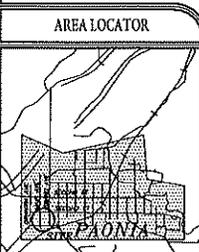


LEGAL DESCRIPTION
 Lot 24, 25 and 26 in Block 1 of the Original Plat of the Town of Paonia, Colorado.
 Except Right of Way hereunto granted to the D&RGR Company,
 County of Delta, State of Colorado.

SURVEYOR'S CERTIFICATION
 I, Randy A. Wilmore, do hereby certify that the above described parcel has been surveyed by me and
 under my direct supervision and that such survey is accurately represented hereon, and is based upon my
 knowledge, information and belief, and is in accordance with applicable standards of practice and is not a
 guarantee or warranty, either expressed or implied.

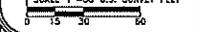
Date: _____ Signed: _____
 COLORADO PROFESSIONAL LAND SURVEYOR #25672

NOTES: According to Colorado State Statute, Section 12-1-101, the State Engineer shall, upon application, issue a certificate of title to the land, if the survey is correct and the title is in accordance with applicable standards of practice and is not a guarantee or warranty, either expressed or implied.



- TYPICAL LEGEND
- Set Mag Nail in Asphalt
 - Set 5/8" rebar 30" long with 9" aluminum cap PLS25972
 - Set 6/8" rebar 30" long with 9" aluminum cap as Witness corner or length PLS29972
 - Found 5/8" rebar with 2" aluminum cap PLS12728
 - Found 6/8" rebar with 2" aluminum cap as Witness corner or length PLS12788
 - Found 3/4" rebar 30" long with 3-1/4" aluminum cap PLS25973 per PMS, PMS record
 - Found 6/8" rebar
 - ▲ Found 5/8" rebar with 1 1/2" aluminum cap PLS 1458 or as noted
 - ▼ Found 5/8" rebar with 1 1/2" aluminum cap PLS 1458 or as noted
 - Found 5/8" rebar with 1 1/2" aluminum cap LS 11838 marked as 1/18 corner
- Fence line
 --- Electric line/overhead
 --- Electric underground
 --- Water line
 --- Lot lines

BASIS OF BEARINGS:
 FROM THE NW CORNER LOT 20 BLOCK 8 TO THE NE CORNER LOT 20 BLOCK 2 ORIGINAL TOWN OF PAONIA, GEODETIC NORTH GPS OBSERVATION
 SCALE 1"=30 U.S. SURVEY FEET



W&C
WILMORE & COMPANY
 PROFESSIONAL LAND SURVEYING, INC.
 408 Grand Avenue P.O. Box 1837 Paonia, Colorado 81428
 970.837.4205 PHONE 970.860.4130 FAX www.wilmoreandcompany.com

FIELD DRAWN: RAW, CWJ
 REVISION: RAW
 CHECKED BY: KJC
 DATE: 7/21/2021

BOUNDARY SURVEY PREPARED FOR
PATRICK McCARNEY
 LOTS 24, 25 AND 26 IN BLOCK 1 OF THE
 WITHIN THE NE1/4 OF SECTION 6, T.14S., R.91W., 6TH P.M.
 TOWN OF PAONIA, COUNTY OF DELTA, STATE OF COLORADO
 721188PHAL 22 JULY 2021

AGENDA SUMMARY FORM



Board Consideration of DOLA Housing Assessment Grant Application & Board Clarification of the Grant Review Process

Summary:

Presentation of modified draft housing assessment grant for DOLA and request for Board clarification regarding when to approach Board of Trustees with grant request.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Budinger	Trustee Johnson	Trustee Knutson
Trustee Meck	Trustee Smith	Trustee Thompson	Mayor Bachran

December 9, 2021

**DEPARTMENT OF LOCAL AFFAIRS
INNOVATIVE HOUSING STRATEGIES PLANNING GRANT PROGRAM APPLICATION**

A. APPLICANT/CONTACT INFORMATION : MUNICIPAL & RESPONSIBLE REPRESENTATIVE

Corinne Ferguson
Town Administrator
POB 460
214 Grand Avenue
Paonia, CO 81428
970-527-4101
corinne@townofpaonia.com

B. CHIEF ELECTED OFFICIAL INFORMATION

Mayor Mary Bachran
POB 460
214 Grand Avenue
Paonia, CO 81428
970-527-4101
maryb@townofpaonia.com

C. PROJECT DESCRIPTION

Project Title: Housing Needs Assessment and Action Plan for Paonia, Colorado

Amount of Grant Funds Requested: \$60,600.00

State of Colorado Qualifying Housing Strategies -Adopted Strategies: None

State of Colorado Qualifying Housing Strategies Paonia Plans to Pursue
(Board needs to identify strategies to pursue.)

Project Description

Describe which qualifying strategies your community is pursuing. Describe how the project aligns with or addresses any associated studies or planning work. The Planning Grant Program can fund housing needs assessments, but they must be combined with work to adopt a qualifying strategy. Describe if your community should earn any extra points (i.e., adding community benefits and/or creating an innovative approach)

The adopted Paonia Comprehensive Plan published in 1996 (Comp Plan) includes a stated goal to “Provide Affordable Housing Opportunities for Residents.” Listed strategies to accomplish this include a variety of regulatory techniques and tactics to encourage development to help lower the cost of housing construction, such as: Reviewing the impact of Town regulations on housing affordability; Consider awarding density bonuses as encouragement for providing “affordable” housing within the Town limits (including apartments, duplexes, triplexes, etc.); Encourage the development of a variety of residential products and/or densities thereby expanding the opportunity of choice in housing product types while minimizing public investment in capital expenditures for infrastructure.

To advance the Comp Plan goals, DOLA funds, if awarded, will be used to solicit and retain consultant services for the following scope of work:

- 1) To prepare a comprehensive Housing Needs Assessment, which will include a demographic profile, housing inventory and a gap analysis which will detail unmet housing needs.
- 2) Informed by the Housing Needs Assessment, the consultant will develop a Housing Action Plan (Plan). The Plan will develop proactive strategies for addressing unmet affordable housing needs in the Town. The Plan will evaluate and recommend which of the Qualifying Strategies should be considered for adoption by the Town. All recommended Strategies will include proposed next steps to accomplish the Strategy.

3) The consultant, in the Housing Action Plan, will be charged with assessing all possible Town owned or other potential property for a possible, site specific, Affordable Housing Project (Project), if such a project is determined to be necessary, for consideration for submittal to DOLA’s Incentive Grant Program for consideration. The consultant will address all the Scoring Criteria guidelines listed by DOLA for an Incentive Grant. A pro forma budget, including a recommended Incentive Grant Program grant request amount, local match amount and project schedule that demonstrates how the Town can complete the project, by no later than June 30, 2024, will be developed in the Plan.

A key aspect of the consultant’s work will be a robust comprehensive community outreach program that ensures an inclusive, diverse and equitable stakeholder engagement strategy for all three elements of the grant. Surveys of stakeholders including but not limited to residents, landlords, property management firms and major employers will be conducted. Workshops and public hearings on adoption of the Housing Needs Assessment and Housing Action Plan are envisioned. To ensure marginalized and vulnerable populations are included, the consultant will be required to propose a specific outreach effort to meet with these populations. Town staff will assist in arranging for public meetings, but all announcements and outreach to the stakeholders will be the responsibility of the consultant. Public hearings, by the Paonia Planning Commission, will provide more opportunities for community input during recommending action for adoption of the Plan and for a change of zoning, if needed for the identified parcel. Planning Commission recommendations will proceed Board action.

If, after public outreach and Board of Trustees approval, there is consensus that site-specific, affordable housing is needed, the agreed upon site-specific Project will include the number of units, mix and type of units, inclusion of renewable energy features, whether units are for sale and/or rental; AMI and population targets, utility and infrastructure needs; and a comprehensive development schedule, as appropriate. The Project will consider both 100% deed restricted affordable housing, as defined in state statute, AMI limits and determine whether a mix of deed restricted, and free market housing will assist the viability of the Project.

Incentives Grant Program

Does your community plan to apply for an incentives Grant Program award once at least three qualifying strategies have been adopted?

The Town of Paonia intends to apply for an Incentives Grant after successful completion of the Housing Needs Assessment and if affordable housing is found to be necessary. As discussed above in the Project Description, all DOLA Qualifying Strategies will be reviewed with implementable action steps, for adoption consideration. Paonia anticipates no fewer than four Strategies being adopted with implementation steps.

Readiness

Describe the project timeline. Have you completed a RFP process? Are you waiting on approval?

Every effort will be made to adhere to the following schedule to complete the grant elements. Paonia’s RFP will be issued, with interviews and consultant selection during the period DOLA will be considering this Planning Grant application. The Town will include in the RFP that final execution of a contract is conditional upon obtaining DOLA funding.

The schedule allows Paonia sufficient time to complete this planning process and apply for an Incentives Grant by the anticipated DOLA deadline of October 2022.

PROJECT SCHEDULE: EVENT & DATE

2022

January 18	Publication Date of Consultant RFP
February 25	Proposal Deadline
March 11	Consultant Finalist Interviews

March 22	Board Approval of Contract - (Pending DOLA grant award and contract)
May 31	Needs Assessment Due
June 14	Town Board Review of Needs Assessment
July 29	Action Plan Due
August 9	Town Board - Review of Action Plan
August 13	Town Board – Housing Needs Assessment and Action Plan Consideration
September 13	Town Board - Letter of Intent for Incentives Grant Consideration
September 20	Letter of Intent Submitted

Capacity

Describe organizational experience with and capacity to manage grants and to manage the overall project. Provide the name and position/title of the person managing the project. Also describe staff capacity to maintain/enforce the planning tool you are pursuing once adopted.

Corinne Ferguson, Town Administrator, will manage the project. The Town has the organizational ability to manage the grant, its implementation of the scope of work and financial responsibilities. Over the recent past, the Town has been awarded several grants and has proven its managerial acumen. The Town currently manages the Business Grant Program 2.0 from the Coronavirus Relief Fund (\$125,000) and a Water System Study, and an Asset Inventory which both received partial funding from DOLA. The Town has recently executed 2 RFPs for consultants; managing interviews, selection and contracting process for the Water System Study and the Asset Inventory, as well as a Parks and Trails Master Plan. The above grant management processes exemplify the Town’s capacity, expertise, and fiduciary responsibility. In addition, the Paonia Planning Commission is an active commission, with experienced members, who are competent and capable of participating in development of the planning work and making a recommendation to the Town Board. Once Qualifying Strategies are adopted, the Commission will take the lead to implement the planning steps and tools set forth in the Housing Action Plan, if such a Plan is recommended and adopted. Paonia is known to be committed to enforcing its codes with appropriate notice and remedies.

Impact on Housing

How will this project support on incentivize the development of affordable housing in your community? Describe the relevant housing data and/or policy priorities identified in by existing plans. How does this project fit in to your overall goals to create affordable housing in your community? How are addressing long term affordability?

The need to complete a Housing Needs Assessment and Action Plan cannot be overstated in guiding the Town to meet near and longer-term housing affordability. The Paonia Comprehensive Plan has provided broad housing goals, which reflect the Town’s desires. The next logical planning step is to have relevant housing data, an identification of unmet needs and action plans in place. The work will help focus the Town Board and its citizens and businesses on how to address the affordable housing needs in Paonia. The Plan will be the critical leadership document in defining Paonia’s overall goals to create affordable housing.

In January 2019, The Town received its Arts Market Study Report of Findings (Arts Report), prepared by Artspace Consulting. While the Arts Report’s concentration was only on the local creative sector’s interest for both workspace and affordable housing, it is an important snapshot into the demand for affordable housing. The community driven plan identified that up to 23 units of affordable artist live/work housing for households qualifying up to 80% of Area Median Income could be supported in Paonia.

In addition, the Town’s recent Short-Term Rental Survey documented that the short-term rental market is having a profoundly negative impact on the long-term rental market. Both reports are mentioned here as an indication of the need and interest residents have in affordable housing. Reaching out to the entire Paonia population will fully document how needed affordable housing is in Paonia and how best to attain it.

Political Support

Describe the political and stakeholder support for the project currently and describe in detail the community engagement process planned around developing the qualifying strategies. What is the certainty that the planning work will be adopted by elected officials?

The Town of Paonia has an active citizen, business, and voter base. The Board is committed to transparency. A variety of communication tactics, including well-publicized agendas through online postings, key public places for posting and through the Town's public radio station have been utilized to encourage public participation. YouTube recordings of Town Board meetings are available to review and to view live during the meetings. Zoom meetings have been employed by consultants to garner input in the above-mentioned projects. The Board remains committed to additional methods to reach stakeholders during the planning process and seeks to hear from the consultant applicants on how best to reach all members of the community.

While there is no guarantee of Plan adoption by the elected officials, the Board has authorized the submittal of this grant request. What is certain is that the Town Board will engage eagerly and listen closely to the community during development of the Plan and the Board will seek the recommendation of the Planning Commission in determining adoption of the plan and any rezoning action.

Equity, Diversity, and Inclusion

Describe how you will engage stakeholders and assess the impact of this work's outcomes on marginalized and vulnerable populations. How will you consider these impacts in your public engagement process?

As introduced in the Project Description above, the Paonia Town Board is committed to stakeholder engagement throughout the Plan development work and into applying for an Incentives Grant, and seeing such a project to fruition, if such a project is supported in late 2022. In selecting Paonia's consultant, a strong community engagement process will be prioritized. The Arts Report is an excellent example of how Paonia and regional artists responded to well-designed and supported outreach work, particularly with an eye to encouraging diversity and inclusivity of all community members. For the community participation desired in developing this grant application's plan, press outreach, online surveys, thoughtful use of social media and in person events are anticipated. Most important will be reaching our senior citizens and marginalized and vulnerable populations through churches and agencies which provide services to these populations. Providing a Spanish version of all materials will be utilized. The Board understands a transparent and robust community and stakeholder process is necessary to finding the right approach and directions for meeting affordable housing needs in Paonia.

Local Match

A minimum 25% match of the total project cost is required. If you are requesting a reduced match, describe why this is necessary and when you consulted your DOLA Regional Manager about a reduced match.

The project budget is \$79,800.00, which requires a minimum local match of \$19,950.00. The Town is able to contribute the minimum 25% match to the project budget. The Mayor and Town Administrator met with Dana Hlavac, the Northwest Regional Manager, about the 25% match. Paonia's economy continues to be challenged by the loss of significant revenue due to the closure of coal mines and COVID 19 impacts. The Town's reserves are 3% of the annual budget and are important to be maintained due to the uncertainty of the local and national economy over the several next years. For these reasons, we are only able to commit the minimum 25% match.

D. PROJECT BUDGET

Fill out and upload the Project Budget Template, which can be downloaded on the DOLA website.

HB21-1271 Planning Grant Total Project Budget			
Applicant (Community Name):		Town of Paonia	
Applicant Contact:		Corinne Ferguson	
Applicant Contact Position/Title:		Town Administrator	
Applicant Contact Email Address:		corinne@townofpaonia.com	
Applicant Contact Phone:		970-527-4101	
Date:			
		Other Funding Amount	
		(at least 25% local match of total project cost)	
Project	Total Estimated	State Funds Requ	
<i>Housing Needs Assessment</i>	\$ 33,250.00	\$ 24,937.50	\$ 8,312.50
<i>Housing Action Plan</i>	\$ 19,250.00	\$ 14,437.50	\$ 4,812.50
<i>Housing Action Plan Project</i>	\$ 14,000.00	\$ 10,500.00	\$ 3,500.00
<i>Contingency 18% ROUNDED</i>	\$ 13,300.00	\$ 9,975.00	\$ 3,325.00
TOTALS	\$ 79,800.00	\$ 59,850.00	\$ 19,950.00
<i>Note: Grant funds cannot be used for administrative expenses.</i>			

ESTIMATION OF PLAN COST - NOT PART OF DOLA SPREADSHEET			
	Estimated Consultant hours	Average Cost per hour	TOTAL
<i>Housing Needs Assessment</i>	190	\$ 175.00	\$ 33,250.00
<i>Housing Action Plan</i>	110	\$ 175.00	\$ 19,250.00
<i>Housing Action Plan Project</i>	80	\$ 175.00	\$ 14,000.00
SUB TOTAL			\$ 66,500.00
Other Expenses & Contingency	20% ROUNDED		\$ 13,300.00
TOTAL			\$ 79,800.00

Staffing Plan

Do you plan to hire temporary/contract staff or consultants to complete the work?

The Town of Paonia will engage a consultant to complete the work. No other staff will be hired.

E. TABOR COMPLIANCE

Voter Authorization

Does the applicant jurisdiction have voter authorization to receive and expend state grants without spending limitations?

Yes.

Voter Authorization Explanation

If yes, please explain.

Town of Paonia voters opted out of a provision in the Taxpayer’s Bill of Rights (TABOR) restricting the receipt and expenditure of state grants without spending limitations in (2013).

Attorney Affirmation

Affirm that the local government attorney has confirmed this TABOR statement.

The Paonia Town Board, in approving this grant application for submittal, attests that its attorney Bo Nerlin has affirmed its TABOR statement.

F. OFFICIAL ACTION

Date of Official Action

December 14, 2021

Board or Staff – Identify if approved by elected council or authorized staff

Town of Paonia Town Board of Trustees

Authorization Documentation – Upload documentation of official action

TBD Minutes

Comments made by Paige Smith on the December 10, 2021, draft of the
“Innovative Housing Strategies Planning Grant” Application

1. Page 1, Part C. Project Description - State of Colorado Qualifying Housing Strategies Project –

Paige Smith comment: Four out of 16 possible “Qualifying Strategies” were included in the draft. I stated that it’s inappropriate to have already decided which “Qualifying Strategies” to "pursue" and include them as being “identified for adoption” without having previously described this grant to the Trustees and public and as part of that description letting the Trustees and public view the 16 strategies. This should be followed by a public discussion of the ones that seem to be most appropriate as part of the Housing Needs Assessment public outreach.

Changes made to the 12/14/2021 Draft in response to my comment –

The Trustees (and public) are now being given the opportunity to review the 16 Qualifying Strategies, discuss them and vote on which ones to include in the grant application.

2. Page 1, Part C. Project Description - State of Colorado Qualifying Housing Strategies Project – 4th bullet point (“Possible use of vacant publicly owned real property within the local government for the development of affordable housing policy”)

Paige Smith comment: It is not permissible to insert the word “Possible” before “use of vacant property....” in the fourth proposed Qualifying Strategy. The following is statutorily created language which can't be modified: (CRS 24-32-130 (3)(b)(I)(A) *The use of vacant publicly owned real property within the local government for the development of affordable housing*).

This proposed Qualifying Strategy is not appropriate for inclusion in this grant proposal because by doing so is imposing a use of town (public) owned property for which the town (public) has not formally adopted such proposed use.

Changes made to the 12/14/2021 Draft in response to my comment –

All Qualifying Strategies have been removed and replaced with the statement – “Board needs to identify strategies to pursue.” In addition, all references to the 3-acre parcel of publicly owned property have been removed.

3. Page 1, Part C. – Project Description, Subsection “Project description”

Paige Smith comment: It would be beneficial to disclose that the current Comprehensive Plan is quite old and that the Town of Paonia has budgeted to hire a contractor to update the plan in the next year. I also included several of the other pertinent recommendations provided in the 1996 Plan for increasing affordable housing.

Changes made to the 12/14/2021 draft in response to my comment –

A reference to the date of the Paonia Comprehensive Plan and my suggested additions from the Plan have been included. An explanation that the Town of Paonia has budgeted to hire a contractor to update the Comprehensive Plan has not been included.

Final List of Qualifying Strategies (to be Eligible for Incentives Grants):

1. The use of vacant publicly owned real property within the local government for the development of affordable housing;
2. The creation of a program to subsidize or otherwise reduce local development review or fees, including but not limited to building permit fees, planning waivers, and water and sewer tap fees, for affordable housing development;
3. The creation of an expedited development review process for affordable housing aimed at households the annual income of which is at or below one hundred twenty percent of the area median income of households of that size in the county in which the housing is located;
4. The creation of an expedited development review process for acquiring or repurposing underutilized commercial property that can be rezoned to include affordable housing units, including the preservation of existing affordable housing units;
5. The establishment of a density bonus program to increase the construction of units that meet critical housing needs in the local community;
6. With respect to water utility charges, the creation of processes to promote the use of sub-metering of utility charges for affordable housing projects and the creation of expertise in water utility matters dedicated to affordable housing projects;
7. With respect to infrastructure, the creation of a dedicated funding source to subsidize infrastructure costs and associated fees related to publicly owned water, sanitary sewer, storm sewers, and roadways infrastructure;
8. Granting duplexes, triplexes, or other appropriate multi-family housing options as a use by right in single-family residential zoning districts;
9. The classification of a proposed affordable housing development as a use by right when it meets the building density and design standards of a given zoning district;
10. Authorizing accessory dwelling units as a use by right on parcels in single family zoning districts that meet the safety and infrastructure capacity considerations of local governments;
11. Allowing planned unit developments with integrated affordable housing units;
12. Allowing the development of small square footage residential unit sizes;
13. Lessened minimum parking requirements for new affordable housing developments;
14. The creation of a land donation, land acquisition, or land banking program;
15. An inclusionary zoning ordinance (per CRS 29-20-104(1)); and
16. Other novel, innovative, or creative approaches to incentivize affordable housing development.



Board Consideration of Modification of Ordinance 2020-09 Advisory Water Committee

Summary:

Continued discussion of number of committee members seated on the AWC.

Notes:

Provide by Trustee Meck:

AWC voted at its Nov. 17 meeting to request that that the AWC change from a total of 5 members outside of staff and a Trustee appointee, to a total of 7. This requires an amendment to Sec. 2-10-20 - Organization, of Ordinance 2020-09 to state that the "Committee shall have no less than three and no more than seven members, and that no more than five memberships shall be members of the public."

This would allow for an increase from three to five appointed members of the public.

The two main reasons given at the Nov. 17 AWC meeting were representation and communication. In-town water users are proportionally under-represented on the committee.

It was suggested that one member could be ad hoc.

If the ordinance is reviewed by the board,

AWC also asks for clarification of the ordinance on who among the members can vote on motions. There was support both for and against having staff be a voting member. Administrator Ferguson pointed out that the ordinance is silent on who is a voting member. Typically, the board representative can vote, but not the staff. In creating the ordinance no discussion was held on whether staff is a voting member. The staff member was originally added to provide expertise on the system to the AWC.

Also, in the event of a tie, the ordinance is not clear if the chair can vote to break the tie. The Board of Trustees is currently the only board or committee where the mayor (chair) can vote in event of a tie.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Budinger	Trustee Johnson	Trustee Knutson
Trustee Meck	Trustee Smith	Trustee Thompson	Mayor Bachran

ORDINANCE NO. 2020-09

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF
PAONIA, COLORADO, CREATING AN ADVISORY WATER
COMMITTEE OF THE TOWN**

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. § 31-35-501, the Town has the authority to create a nonpolitical, local legislative body designated as a board of commissioners to address executive, administrative and ministerial powers regarding water and sewer facilities; and

WHEREAS, in an effort to provide administrative assistance to both the Town’s Board of Trustees and the Town’s Department of Public Works, there shall be an amendment to the Municipal Code of the Town creating an Advisory Water Committee; and

WHEREAS, pursuant to Section 2-2-90 of the Town Municipal Code (the “Town Code”), the Board shall create and appoint members to such boards and commissions as may now or hereafter exist.

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. Addition to the Town Code:

Sec. 2-10-10 to Sec. 2-10-50 of the Town Code is added as follows:

Sec. 2-10-10. – Creation.

An Advisory Water Committee is hereby created.

Sec. 2-10-20. – Organization.

1. The Committee shall have no less than three (3) nor more than five (5) members; one (1) membership shall be filled by a current member of the Board of Trustees; one (1) membership shall be filled by a representative from the Town’s Public Works Department or Administrative staff, and not less than one (1) nor more than three (3) memberships shall be members of the public.

2. It is the preference of the Board of Trustees that, of those members of the public encompassing Committee membership, one (1) shall be an in-Town water user, one (1) an out-of-Town water user, and one (1) an authorized representative of a local water company.

3. Appointment to membership shall be by the Board of Trustees. The initial term of the Committee membership shall be staggered, with the Board of Trustees setting the number of Committee members and the length of their term. Upon expiration of the initial terms, any subsequent appointees shall serve a term of three (3) years, unless they no longer qualify to serve on the Committee or are removed from the Committee by vote of the Board of Trustees. Vacancies on the Committee shall be filled for the remaining term in the same manner as the initial appointment.

Sec 2-10-30. – Purpose of the Committee.

The Committee is created for the following purposes:

1. To study and recommend to the Board of Trustees amendments to the sections of Municipal Code that address the Town of Paonia water system, including but not limited to Sec. 13 Article 1 of the Town Code.

2. To study and recommend to the Board of Trustees actions based on any written reports, infrastructure analysis and any engineering studies commissioned by the Town of Paonia related to the Town's water system and supply both in and out of Town.

3. To provide a regularly scheduled forum for any recipient of water from the Town's water system to participate in discussions specific to the water system, including but not limited to maintenance, repairs, rates, and management.

4. To consider, investigate, make findings, report and recommend on any special matter or question coming within the scope of its work to the Town's Public Works Department and/or to the Board of Trustees.

Sec 2-10-40 - Appointment of Officers

The Committee shall elect its Chair from among its membership and create and fill such other of its offices as it may determine. The term of such office for each officer, including that of the Chair, shall be for two (2) years. The Committee may hold at least one (1) regular meeting each month. It shall adopt rules for transaction of business and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be public.

Sec 2-10-50 – Power and Duties

In addition to adhering to its purpose and enumerated under Sec. 2-10-30 of the Town Code, the Committee shall have all the powers to perform each and all of the duties conferred upon it by the Board of Trustees.

Section 4. 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 5. Repeal of Prior Ordinances.

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

Section 6. Ordinance Effect.

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

Section 7. Effective Date.

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

INTRODUCED, READ AND REFERRED for second read before the Board of Trustees for the Town of Paonia, Colorado, on the 25th day of August 2020.

HEARD AND FINALLY ADOPTED by the Town of Paonia Board of Trustees for the Town of Paonia, Colorado, on the 8th day of September 2020.

TOWN OF PAONIA

By: Mary Bachran
MARY BACHRAN, Mayor

ATTEST:

J. Corinne Ferguson
J. CORINNE FERGUSON, Town Clerk



AGENDA SUMMARY FORM

	Resolution 2021-10 Mill Levy		
<p>Summary: Annual resolution to set the mill levy and certify to the County Commissioners.</p>			
<p>Notes:</p>			
<p>Possible Motions:</p>			
<p>Motion by: _____ 2nd: _____ vote: _____</p>			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:

December 10, 2021

TOWN OF PAONIA, COLORADO

RESOLUTION 2021-10
Resolution to Set Mill Levies

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2021 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF PAONIA, COLORADO FOR THE 2022 BUDGET YEAR.

WHEREAS the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$149,627; and

WHEREAS the 2022 valuation for assessment for the Town of Paonia, Colorado as certified by the County Assessor(s) is \$17,979,678; and

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Paonia, Colorado;

That for the purpose of meeting all general operating expenses of the Town of Paonia, Colorado during the 2022 budget year, there is hereby levied a tax of 8.322 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2021; and

That the Town Clerk and/or the Finance Director is hereby authorized and directed to immediately certify to the Board of County Commissioners of Delta County, Colorado, the mill levies for the Town of Paonia, Colorado as herein above determined and set.

Adopted this 14th day of December 2021.

Attest:

J. Corinne Ferguson, Town Clerk

Mary Bachran, Mayor

AGENDA SUMMARY FORM



Resolution 2021-11 2022 Budget

Summary:

Annual resolution to adopt proposed 2022 budget and certify to the state.

Notes:

Link to ClearGov Budget Book. Included in the packet are the spreadsheets that reflect the change to sales and property tax as provided this month from Delta County. These numbers have been submitted to ClearGov but were not updated at time of packet publication – which is why the attached spreadsheets are provided.

<https://town-paonia-co-budget-book.cleargov.com/fy2022/2022>

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

TOWN OF PAONIA, COLORADO

RESOLUTION 2021-11
Resolution to Adopt Budget

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE TOWN OF PAONIA, COLORADO, FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY 2022 AND ENDING THE LAST DAY OF DECEMBER 2022.

WHEREAS the Board of Trustees for the Town of Paonia, Colorado, appointed J. Corinne Ferguson, Town Administrator/Clerk and Cindy Jones, Finance Director to prepare and submit a proposed budget to said governing body at the time; and

WHEREAS, J. Corinne Ferguson, Town Administrator/Clerk and Cindy Jones, Finance Director, have submitted a proposed budget to this governing body on October 13, 2021 for its consideration; and

WHEREAS, upon due and proper notice, published and posted in accordance with the law, said proposed budget was open for inspection by the Public at a designated place, a public hearing was held on November 23 2021, interested taxpayers were given the opportunity to file or register objection to said proposed budget; and

WHEREAS, the Board of Trustees have made provision therein for the balance on hand and probable revenues equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Town, and;

NOW, THEREFORE, be it resolved by the Board of Trustees of the Town of Paonia, Colorado;

Section 1. That estimated expenditures for each fund are as follows:

• General Fund	\$2,046,202
• Pass Through Grant Fund	\$ 460,000
• Conservation Trust	\$ 25,582
• Capital Improvement Fund	\$ 733,908
• Enterprise Fund	<u>\$3,383,889</u>
For a total of	\$6,649,581

Section 2. That estimated revenues and prior year surplus for each fund are as follows:

• General Fund	\$1,507,547
• Transfer from Capital	\$ 244,327
• Prior Year Surplus	<u>\$ 563,528</u>
• Total	\$2,315,402
• Pass Through Grant Fund	\$ 460,000
• Prior Year Surplus	<u>\$ 0</u>
• Total	\$ 460,000
• Conservation Trust	\$ 8,515
• Prior Year Surplus	<u>\$ 17,067</u>
• Total	\$ 25,582
• Capital Improvement Fund	\$ 241,650
• Transfer to General	\$ (244,327)
• Prior Year Surplus	<u>\$ 688,585</u>
• Total	\$ 685,908
• Enterprise Fund	\$3,029,629
• Prior Year Surplus	<u>\$1,059,488</u>
• Total	\$4,089,117
For a total of	\$7,576,009

Section 3. That the budget as submitted and herein above summarized by fund, the same is hereby approved and adopted as the Budget of the Town of Paonia, Colorado, for the year 2022.

Section 4. For the purpose of meeting all expenditures of the General Fund during the 2022 budget year, there is hereby levied a tax of 8.322 mills upon each dollar of the total valuation for assessment of all taxable property within the Town for the year 2021; and

Section 5. The Town Administrator and the Finance Officer of the Town of Paonia are hereby authorized and directed to immediately certify to the Board of County Commissioners of Delta County, Colorado, the gross mill levy and the net mill levy for the Town of Paonia hereinabove determined and set.

Section 6. For the purpose of paying the necessary expenses and liabilities of the Town of Paonia for the fiscal year beginning January 1, 2022, and for the purpose of appropriating monies to pay the sums set forth in the Budget of the Town, there is hereby appropriated from the balance on hand and the probable revenue of each fund to each fund for the ensuing year, the sum hereafter set for the following purposes:

GENERAL FUND: For the purpose of paying for General Government, Public Safety, Streets and Highways, Health and Welfare, Culture and Recreation, Inter-fund Transfers, maintaining and improving the sidewalks,

maintaining and improving the streets, and other legal purposes, the sum of \$2,046,202;

PASS-THROUGH-GRANT FUND: For the purpose of Pass-through grants which are those grants that are received by a recipient government to transfer to or spend on behalf of a secondary recipient, the sum of \$460,000;

CONSERVATION TRUST FUND: For the purpose of improving open space and other acceptable uses as determined by the State of Colorado, the sum of \$25,582;

SALES TAX CAPITAL IMPROVEMENT FUND: For the purpose of acquiring, constructing, improving, extending, and maintaining capital facilities of the Town funded by a 1% sales tax, the sum of \$733,908;

ENTERPRISE FUND: For the purpose of maintaining, operating, improving and extending the water and sewer systems, and collection of garbage of the Town the sum of \$3,029,629;

Section 7. That the Budget as hereby approved and adopted, shall be signed by the Board of Trustees and made part of the public records of the Town.

Adopted this 14th day of December 2021

Attest:

J. Corinne Ferguson, Town Clerk

Mary Bachran, Mayor

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED	
						BUDGET	2022	\$ CHANGE	2022	2022	2022	
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES
GENERAL FUND - ADMINISTRATION												
10	31	01	11	00	PROPERTY TAXES	150,121.00	150,121.00	-	THIS WILL CHG IN DEC	149,627.00	(494.00)	FINAL ASSESSMENT REC
10	31	03	18	00	SALES TAX - TOWN	10,651.00	13,224.00	2,573.00	RE ALLOCATION-PAYROLL	17,224.00	4,000.00	UPDATED INFO
10	31	04	17	00	SALES TAX - COUNTY	45,000.00	45,000.00	-		45,000.00	-	
10	31	08	11	00	PENALTY & INTEREST	400.00	400.00	-		400.00	-	
10	31	09	11	00	DELINQUENT TAX	25.00	15.00	(10.00)	CURRENT YR VS PERVIOUS YR	15.00	-	
10	31	10	15	00	ABATEMENTS	-	-	-		-	-	
10	32	01	11	00	LIQUOR LICENSES	4,200.00	5,000.00	800.00	EXPECTING SAME AS CURRENT YR	5,000.00	-	
10	32	04	11	00	SPECIAL REVIEWS	500.00	750.00	250.00	EXPECTING SAME AS CURRENT YR	750.00	-	
10	35	04	11	00	INTEREST INCOME	10,800.00	7,200.00	(3,600.00)	DON'T EXPECT RATE TO INCREASE	7,200.00	-	
10	35	05	11	00	LATE CHARGES	7,500.00	7,075.00	(425.00)	BASED ON CURRENT YR	7,075.00	-	
10	35	06	11	00	OTHER INCOME	66.00	75.00	9.00	BASED ON CURRENT YR	75.00	-	
10	35	15	11	00	REFUND OF EXP	-	1,500.00	1,500.00	BASED ON CIRSA AUDIT	1,500.00	-	
10	35	16	13	00	RESTITUTION	2,000.00	1,500.00	(500.00)	EXPECTING SAME AS CURRENT YR	1,500.00	-	
10	35	18	13	00	SALES OF ASSETS	-	-	-		-	-	
10	35	20	11	00	GRANT REVENUE	35,000.00	15,068.00	(19,932.00)	MOVED MASTER PLAN TO CAP.IMP	15,068.00	-	
						266,263.00	246,928.00	(19,335.00)		250,434.00	3,506.00	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021		FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	\$ CHANGE	2022
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES
GENERAL FUND - ADMINISTRATION												
10	41	01	00	00	MAYOR & TRUSTEES WAGES	9,600.00	9,600.00	-		9,600.00	-	
10	41	03	00	00	SALARIES & WAGES	25,363.07	50,512.09	25,149.02	REALLOCATION OF PAYROLL/REQ	50,512.09	(0.00)	
10	41	04	00	00	EMPLOYER FICA	2,165.21	3,721.12	1,555.91	REALLOCATION OF PAYROLL/REQ	3,721.12	(0.00)	
10	41	05	00	00	EMPLOYER MEDICARE	506.38	870.26	363.88	REALLOCATION OF PAYROLL/REQ	870.26	0.00	
10	41	06	00	00	UNEMPLOYMENT TAX	72.37	147.65	75.28	REALLOCATION OF PAYROLL/REQ	147.65	0.00	
10	41	07	00	00	INSURANCE BENEFITS	6,410.71	11,713.25	5,302.54	REALLOCATION OF PAYROLL/REQ	11,713.25	0.00	
10	41	08	00	00	PENSION BENEFITS	2,305.97	4,471.63	2,165.66	REALLOCATION OF PAYROLL/REQ	4,471.63	-	
10	41	10	00	00	WORK COMP	134.30	134.00	(0.30)		134.00	-	
10	41	02	00	00	CONTRACT LABOR	-	-	-		-	-	
10	41	15	00	00	OFFICE SUPPLIES	4,020.00	4,375.00	355.00	ADDED CHECKS AND DEP SLIPS	4,375.00	-	
10	41	16	00	00	OPERATING SUPPLIES	700.00	690.00	(10.00)	UPDATED INFO	690.00	-	
10	41	17	00	00	POSTAGE	550.00	695.00	145.00	UPDATED INFO	695.00	-	
10	41	20	00	00	LEGAL SERVICES	74,985.00	73,161.00	(1,824.00)		76,317.00	3,156.00	ATTORNEY BIDS REC
10	41	21	00	00	AUDIT & BUDGET EXPENSE	4,500.00	4,500.00	-		4,500.00	-	
10	41	22	00	00	REPAIRS & MAINTENANCE	-	-	-		-	-	
10	41	25	00	00	TOWN HALL EXPENSE	12,170.00	11,890.00	(280.00)	UPDATED INFO	11,890.00	-	
10	41	26	00	00	TRAVEL & MEETINGS	4,000.00	3,950.00	(50.00)	UPDATED INFO	3,950.00	-	
10	41	27	00	00	INSURANCE & BONDS	2,780.00	2,780.00	-		2,780.00	-	
10	41	28	00	00	UTILITIES	5,050.00	5,785.00	735.00	7% INC BASED ON CURRENT YEAR	5,785.00	-	
10	41	29	00	00	TELEPHONE	2,950.00	3,030.00	80.00	7% INC BASED ON CURRENT YEAR	3,030.00	-	
10	41	30	00	00	PUBLISHING & ADS	5,000.00	6,360.00	1,360.00	ADDED MORE FOR MUNI CODE	6,360.00	-	
10	41	31	00	00	DUES & SUBSCRIPTIONS	11,525.00	11,880.00	355.00	UPDATED INFO	12,230.00	350.00	+MUNIDOCs
10	41	90	00	00	CNTY TREASURER'S FEE	3,300.00	3,300.00	-		3,300.00	-	
10	41	33	00	00	DATA PROCESSING	13,550.00	13,619.00	69.00	UPDATED INFO	13,619.00	-	
10	41	40	00	00	MISCELLANEOUS (CDOT GRANT)	-	-	-		-	-	
10	41	43	00	00	CULTURAL EVENTS	-	-	-		-	-	
10	41	44	00	00	HUMAN SERVICES	4,625.00	4,675.00	50.00	REMOVED CANDY PAID BY STAFF	4,675.00	-	
10	41	70	00	00	CAPITAL OUTLAY	70,000.00	15,068.00	(54,932.00)	MOVED MASTER PLAN TO CAP.IMP	15,068.00	-	
10	41	71	00	00	PASS THRU FUNDS	-	-	-		-	-	
10	41	99	00	00	TRANSFER	-	-	-		-	-	
						266,263.00	246,928.00	(19,335.00)		250,434.00	3,506.00	-
						(0.00)	-			(0.00)	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

GENERAL FUND - BUILDING											
12	32	03	00	00	BUILDING PERMITS	30,000.00	30,000.00	-		30,000.00	-
12	31	03	00	00	SALES TAX - TOWN	5,288.00	5,288.00	-		5,288.00	-
						35,288.00	35,288.00	-		35,288.00	-

GENERAL FUND - BUILDING											
12	43	03	00	00	SALARIES & WAGES	2,627.40	2,627.40	-		2,627.40	-
12	43	04	00	00	EMPLOYER FICA	162.17	162.17	-		162.17	-
12	43	05	00	00	EMPLOYER MEDICARE	37.93	37.93	-		37.93	-
12	43	06	00	00	UNEMPLOYMENT TAX	7.85	7.85	-		7.85	-
12	43	07	00	00	INSURANCE BENEFITS	644.51	644.51	-		644.51	-
12	43	08	00	00	PENSION BENEFITS	215.04	215.16	0.12		215.16	-
12	43	10	00	00	WORKMANS COMPENSATION	18.12	18.00	(0.12)		18.00	-
12	43	02	00	00	BUILDING INSPECTOR	28,500.00	28,500.00	-		28,500.00	-
12	43	15	00	00	OFFICE SUPPLIES	450.00	500.00	50.00	MOVED POSTAGE TO OFF.SUP	500.00	-
12	43	17	00	00	POSTAGE	50.00	-	(50.00)	MOVED POSTAGE TO OFF.SUP	-	-
12	43	20	00	00	LEGAL SERVICES	750.00	750.00	-		750.00	-
12	43	27	00	00	INSURANCE & BONDS	880.00	880.00	-		880.00	-
12	43	30	00	00	PUBLISHING & ADS	-	-	-		-	-
12	43	31	00	00	DUES & SUBSCRIPTIONS	945.00	945.00	-		945.00	-
						35,288.00	35,288.00	0.00		35,288.00	-
						(0.00)	(0.00)			(0.00)	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED	
						BUDGET	2022	\$ CHANGE	2022	2022	2022	
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES
						-	0.00					
GENERAL FUND - PUBLIC SAFETY												
14	31	02	00	00	S.O. AUTO TAXES	23,000.00	23,315.00	315.00	UPDATED INFO	23,315.00	-	
14	31	03	00	00	SALES TAX - TOWN	182,000.00	182,000.00	-		182,000.00	-	
14	31	04	00	00	SALES TAX - COUNTY	324,500.00	325,845.00	1,345.00	UPDATED INFO	325,845.00	-	
14	31	06	00	00	CIGARETTE TAX	1,550.00	1,785.00	235.00	UPDATED INFO	1,785.00	-	
14	33	02	00	00	MOTOR VEHICLE - \$1.50	2,625.00	2,750.00	125.00	UPDATED INFO	2,750.00	-	
14	33	03	00	00	MOTOR VEHICLE - \$2.50	3,725.00	3,966.00	241.00	UPDATED INFO	3,966.00	-	
14	34	01	00	00	COURT FINES	1,150.00	825.00	(325.00)	BASED ON CURRENT YEAR	825.00	-	
14	34	02	00	00	POLICE FINES	27,650.00	27,650.00	-		27,650.00	-	
14	34	03	00	00	MISC FINES-BONDS	300.00	200.00	(100.00)	UPDATED INFO	200.00	-	
14	34	05	00	00	DOG TAGS	300.00	300.00	-		300.00	-	
14	34	50	00	00	PD GRANT	6,000.00	6,000.00	-		6,000.00	-	
14	34	4	00	00	OTHER AGENCY CONT			-		-	-	
14	32	06	00	00	VIN INSPECTIONS	1,925.00	1,925.00	-		1,925.00	-	
						574,725.00	576,561.00	1,836.00		576,561.00	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED	
						BUDGET	2022	\$ CHANGE	2022	2022	2022	
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES
GENERAL FUND - PUBLIC SAFETY												
14	42	02	00	00	JUDGE WAGES	7,500.00	7,500.00	-		7,500.00	-	
14	42	03	00	00	SALARIES & WAGES	341,700.22	339,880.22	(1,820.00)	REALLOCATION OF PAYROLL/REQ	339,880.22	(0.00)	
14	42	04	00	00	EMPLOYER FICA	1,208.97	1,208.97	-	REALLOCATION OF PAYROLL/REQ	1,208.97	-	
14	42	05	00	00	EMPLOYER MEDICARE	4,944.60	4,918.21	(26.39)	REALLOCATION OF PAYROLL/REQ	4,918.21	0.00	
14	42	06	00	00	UNEMPLOYMENT TAX	1,023.02	1,017.56	(5.46)	REALLOCATION OF PAYROLL/REQ	1,017.56	0.00	
14	42	07	00	00	INSURANCE BENEFITS	58,796.46	63,876.96	5,080.50	REALLOCATION OF PAYROLL/REQ	63,876.96	0.00	
14	42	08	00	00	PENSION BENEFITS	13,493.07	13,156.67	(336.40)	REALLOCATION OF PAYROLL/REQ	13,156.66	(0.01)	
14	42	11	00	00	FPPA PENSION	25,547.60	25,392.90	(154.70)	REALLOCATION OF PAYROLL/REQ	25,392.90	-	
14	42	12	00	00	FPPA D&D	9,016.80	8,962.51	(54.29)	REALLOCATION OF PAYROLL/REQ	8,962.51	-	
14	42	10	00	00	WORK COMP	9,690.25	9,690.00	(0.25)		9,690.00	-	
14	42	15	00	00	OFFICE SUPPLES	1,300.00	1,200.00	(100.00)	UPDATED INFO	1,200.00	-	
14	42	16	00	00	OPERATING SUPPLIES	6,500.00	6,910.00	410.00	BASED ON CURRENT YEAR	6,910.00	-	
14	42	17	00	00	POSTAGE	300.00	254.00	(46.00)	UPDATED INFO	254.00	-	
14	42	20	00	00	LEGAL SERVICES	2,500.00	2,500.00	-		2,500.00	-	
14	42	22	00	00	REPAIRS & MAINTENANCE	800.00	800.00	-		800.00	-	
14	42	23	00	00	VEHICLE EXPENSE	12,390.00	12,340.00	(50.00)	UPDATED INFO	12,340.00	-	
14	42	26	00	00	TRAVEL & MEETINGS	10,100.00	10,100.00	-		10,100.00	-	
14	42	27	00	00	INSURANCE & BONDS	25,604.00	25,764.00	160.00	UPDATED INFO	25,764.00	-	
14	42	28	00	00	UTILITIES	2,075.00	2,002.00	(73.00)	7% INC BASED ON CURRENT YEAR	2,002.00	-	
14	42	29	00	00	TELEPHONE	5,710.00	5,027.00	(683.00)	7% INC BASED ON CURRENT YEAR	5,027.00	-	
14	42	30	00	00	PUBLISHING & ADS	230.00	230.00	-		230.00	-	
14	42	31	00	00	DUES & SUBSCRIPTIONS	4,975.00	4,685.00	(290.00)	7% INC BASED ON CURRENT YEAR	4,685.00	-	
14	42	32	00	00	PERMITS & FEES	-	-	-		-	-	
14	42	33	00	00	DATA PROCESSING	28,070.00	28,070.00	-		28,070.00	-	
14	42	40	00	00	MISCELLANEOUS	-	-	-		-	-	
14	42	44	00	00	HUMAN SERVICES	1,250.00	1,075.00	(175.00)	ADJ FOR REALLOCATION	1,075.00	-	
14	42	70	00	00	CAPITAL OUTLAY	-	-	-		-	-	
PUBLIC SAFETY						574,725.00	576,561.00	1,836.00	-	576,561.00	(0.00)	-
						(0.00)	(0.00)	-	-	(0.00)	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

- 0.00

GENERAL FUND - PARKS											
16	31	03	00	00	SALES TAX - TOWN	133,575.00	132,100.00	(1,475.00)	BASED ON NEED	132,100.00	-
16	33	07	00	00	SEVERANCE TAX	3,000.00	1,300.00	(1,700.00)	BASED ON CURRENT YEAR	1,300.00	-
16	33	08	00	00	MINERAL LEASING	3,000.00	6,680.00	3,680.00	BASED ON CURRENT YEAR	6,680.00	-
16	35	01	00	00	RENTS & ROYALTIES	10,087.00	10,472.00	385.00	UPDATED INFO	10,472.00	-
16	35	09	00	00	PARK CONTRIBUTIONS	-	-	-		-	-
16	35	04	00	00	GRANT REVENUE	-	34,040.00	34,040.00	CARRY GRANT-MASTER PLAN (MAR)	34,040.00	-
16	35	10	00	00	OTHER AGENCY CONT	-	-	-		-	-
						149,662.00	184,592.00	34,930.00		184,592.00	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021		FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	\$ CHANGE	2022
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES
GENERAL FUND - PARKS												
16	46	01	00	00	MAYOR & TRUSTEES WAGES			-		-		-
16	46	03	00	00	SALARIES & WAGES	66,931.09	67,283.34	352.25	REALLOCATION OF PAYROLL/REQ	67,283.34	0.00	
16	46	04	00	00	EMPLOYER FICA	4,070.62	4,112.53	41.91	REALLOCATION OF PAYROLL/REQ	4,112.53	0.00	
16	46	05	00	00	EMPLOYER MEDICARE	952.00	961.80	9.80	REALLOCATION OF PAYROLL/REQ	961.80	0.00	
16	46	06	00	00	UNEMPLOYMENT TAX	196.97	198.99	2.02	REALLOCATION OF PAYROLL/REQ	198.99	0.00	
16	46	07	00	00	INSURANCE BENEFITS	14,862.50	15,088.91	226.41	REALLOCATION OF PAYROLL/REQ	15,088.90	(0.01)	
16	46	08	00	00	PENSION BENEFITS	4,954.17	3,106.43	(1,847.74)	REALLOCATION OF PAYROLL/REQ	3,106.43	(0.00)	
16	46	10	00	00	WORK COMP	1,820.65	1,820.00	(0.65)		1,820.00	-	
16	46	02	00	00	CONTRACT LABOR	-	-	-		-	-	
16	46	15	00	00	OFFICE SUPPLIES	40.00	-	(40.00)	UPDATED INFO	-	-	
16	46	16	00	00	OPERATING SUPPLIES	6,130.00	6,107.00	(23.00)	UPDATED INFO	6,107.00	-	
16	46	17	00	00	POSTAGE	50.00	50.00	-		50.00	-	
16	46	20	00	00	LEGAL SERVICES	-	-	-		-	-	
16	46	22	00	00	REPAIRS & MAINTENANCE	14,875.00	14,728.00	(147.00)	UPDATED INFO	14,728.00	-	
16	46	23	00	00	VEHICLE EXPENSE	3,250.00	4,475.00	1,225.00	UPDATED INFO	4,475.00	-	
16	46	24	00	00	RENTALS	975.00	725.00	(250.00)	UPDATED INFO	725.00	-	
16	46	25	00	00	SHOP EXPENSE	684.00	1,595.00	911.00	BASED ON CURRENT YR	1,595.00	-	
16	46	26	00	00	TRAVEL & MEETINGS	-	-	-		-	-	
16	46	27	00	00	INSURANCE & BONDS	4,300.00	4,300.00	-		4,300.00	-	
16	46	28	00	00	UTILITIES	7,350.00	7,895.00	545.00	7% INC BASED ON CURRENT YEAR	7,895.00	-	
16	46	29	00	00	TELEPHONE	725.00	709.00	(16.00)	7% INC BASED ON CURRENT YEAR	709.00	-	
16	46	30	00	00	PUBLISHING & ADS	145.00	146.00	1.00	UPDATED INFO	146.00	-	
16	46	32	00	00	FEES & PERMITS	850.00	750.00	(100.00)	UPDATED INFO	750.00	-	
16	46	40	00	00	MISCELLANEOUS	-	34,040.00	34,040.00	CARRY GRANT-MASTER PLAN (MAR)	34,040.00	-	
16	46	42	00	00	CONTRACT SERVICES	3,000.00	3,000.00	-		3,000.00	-	
16	46	70	00	00	CAPITAL OUTLAY	13,500.00	13,500.00	-		13,500.00	-	
16	49	99	00	00	TRANSFER IN - (OUT)	-	-	-		-	-	
PARKS						149,662.00	184,592.00	34,930.00		184,592.00	0.00	-
						(0.00)	-			(0.00)	-	

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED	
						BUDGET	2022	\$ CHANGE	2022	2022	2022	
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES

GENERAL FUND - STREETS													
20	31	03	00	00	SALES TAX - TOWN	128,486.00	127,388.00	(1,098.00)	BASED ON NEED	127,388.00	-		
20	31	05	00	00	FRANCHISE TAX	61,375.00	61,375.00	-		61,375.00	-		
20	31	06	00	00	MISCELLANEOUS INCOME			-		-	-		
20	32	02	00	00	MISCELLANEOUS PERMITS	1,450.00	1,450.00	-		1,450.00	-		
20	33	01	00	00	HIGHWAY USERS TAX	49,916.00	49,916.00	-		49,916.00	-		
20	33	10	00	00	ROAD & BRIDGE	7,925.00	8,050.00	125.00	UPDATED INFO	8,050.00	-		
20	35	02	00	00	MOTOR FUEL TAX REFUND	1,875.00	1,875.00	-		1,875.00	-		
20	35	04	00	00	GRANT REVENUE	18,250.00	18,250.00	-		18,250.00	-		
20	39	99	00	00	RESERVE	8,250.00	18,250.00	10,000.00	GRANT MATCH	18,250.00	-		
						277,527.00	286,554.00	9,027.00		-	286,554.00	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED	
						BUDGET	2022	\$ CHANGE	2022	2022	2022	
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES
GENERAL FUND - STREETS												
20	45	03	00	00	SALARIES & WAGES	142,690.87	142,683.90	(6.97)	REALLOCATION OF PAYROLL/REQ	142,683.90	(0.00)	
20	45	04	00	00	EMPLOYER FICA	8,666.43	8,721.24	54.81	REALLOCATION OF PAYROLL/REQ	8,721.24	0.00	
20	45	05	00	00	EMPLOYER MEDICARE	2,026.83	2,039.65	12.82	REALLOCATION OF PAYROLL/REQ	2,039.65	(0.00)	
20	45	06	00	00	UNEMPLOYMENT TAX	419.34	422.00	2.66	REALLOCATION OF PAYROLL/REQ	422.00	(0.00)	
20	45	07	00	00	INSURANCE BENEFITS	31,863.19	32,089.60	226.41	REALLOCATION OF PAYROLL/REQ	32,089.60	(0.00)	
20	45	08	00	00	PENSION BENEFITS	10,411.93	5,492.61	(4,919.32)	REALLOCATION OF PAYROLL/REQ	5,492.62	0.01	
20	45	10	00	00	WORK COMP	3,570.40	3,570.00	(0.40)		3,570.00	-	
20	45	02	00	00	CONTRACT LABOR	-	-	-		-	-	
20	45	15	00	00	OFFICE SUPPLIES	25.00	-	(25.00)	UPDATED INFO	-	-	
20	45	16	00	00	OPERATING SUPPLIES	645.00	625.00	(20.00)	UPDATED INFO	625.00	-	
20	45	17	00	00	POSTAGE	150.00	-	(150.00)	UPDATED INFO	-	-	
20	45	20	00	00	LEGAL & ENGINEERING SERV	36,800.00	36,755.00	(45.00)	UPDATED INFO	36,755.00	-	
20	45	22	00	00	REPAIRS & MAINTENANCE	9,950.00	8,510.00	(1,440.00)	UPDATED INFO	8,510.00	-	
20	45	23	00	00	VEHICLE EXPENSE	4,775.00	8,753.00	3,978.00		8,753.00	-	
20	45	24	00	00	RENTALS	-	-	-		-	-	
20	45	25	00	00	SHOP EXPENSE	1,865.00	6,083.00	4,218.00	UPDATED INFO	6,083.00	-	
20	45	26	00	00	TRAVEL & MEETINGS	-	-	-		-	-	
20	45	27	00	00	INSURANCE & BONDS	3,848.00	3,905.00	57.00	UPDATED INFO	3,905.00	-	
20	45	28	00	00	UTILITIES	10,060.00	10,620.00	560.00	7% INC BASED ON CURRENT YEAR	10,620.00	-	
20	45	29	00	00	TELEPHONE	760.00	709.00	(51.00)	7% INC BASED ON CURRENT YEAR	709.00	-	
20	45	30	00	00	PUBLISHING & ADS	100.00	75.00	(25.00)	UPDATED INFO	75.00	-	
20	45	31	00	00	DUES & SUBSCRIPTIONS	-	-	-		-	-	
20	45	32	00	00	FEES & PERMITS	-	-	-		-	-	
20	45	40	00	00	MISCELLANEOUS	-	-	-		-	-	
20	45	42	00	00	SNOW REMOVAL	8,900.00	15,500.00	6,600.00	UPDATED INFO	15,500.00	-	
20	45	70	00	00	CAPITAL OUTLAY	-	-	-		-	-	
20	45	99	00	00	TRANSFERS	-	-	-		-	-	
STREETS						277,527.00	286,554.00	9,027.00	-	286,554.00	(0.00)	-
						0.00	-	-	-	0.00	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

GENERAL FUND - BRIDGE											
24	35	04	00	00	INTEREST INCOME	300.00	300.00	-		300.00	-
24	35	13	00	00	BRIDGE RESERVE	40,000.00	40,000.00	-		40,000.00	-
24	39	99	00	00	RESERVES	80,000.00	80,000.00	-		80,000.00	-
						120,300.00	120,300.00	-		120,300.00	-

GENERAL FUND - BRIDGE											
24	45	22	00	00	BRIDGE REPAIR	120,300.00	120,300.00	-		120,300.00	-
						120,300.00	120,300.00	-		120,300.00	-
						-	-	-		-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED	
						BUDGET	2022	\$ CHANGE	2022	2022	2022	
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES

GENERAL FUND - STREET CAPITAL													
22	31	03	00	00	SALES TAX - TOWN	-	-	-		4,000.00	4,000.00	UPDATED INFO	
22	31	06	00	00	OPERATIONAL TAX	117,000.00	117,000.00	-		117,000.00	-		
22	32	01	00	00	LICENSE FEES	-	-	-		-	-		
22	31	05	00	00	IMPACT FEE	53,213.11	-	(53,213.11)	REMOVED PER REQUEST	-	-		
22	33	01	00	00	HIGHWAY USERS TAX	-	-	-		-	-		
22	35	04	00	00	GRANT REVENUE	-	-	-		-	-		
22	39	90	00	00	TRANSFER	254,173.46	240,327.21	(13,846.25)	UPDATED INFO	244,327.00	3,999.79		
22	39	99	00	00	RESERVES	107,962.89	163,043.64	55,080.75	BASED ON NEEDS	163,043.00	(0.64)		
						532,349.46	520,370.85	(11,978.61)		-	528,370.00	7,999.15	-

GENERAL FUND - STREET CAPITAL													
22	45	01	00	00	CONTRACT LABOR-ENGINEER	-	-	-		-	-		
22	45	22	20	00	REPAIR & MAINTENANCE-MATERIAL	-	-	-		-	-		
22	45	70	00	00	STREET CAPITAL	532,349.46	520,370.85	(11,978.61)	UPDATED INFO+LOSS OF IMPACT FEE	528,370.00	7,999.15	UPDATED INFO	
22	45	99	00	00	TRANSFER	-	-	-		-	-		
						532,349.46	520,370.85	(11,978.61)		-	528,370.00	7,999.15	-
						-	-	-		-	-	-	

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022 BUDGET	REVISED 2022 BUDGET	\$ CHANGE	REVISED 2022 BUDGET NOTES	@12/9/2021 2022 F.BUDGET	\$ CHANGE	FINAL REVISED 2022 BUDGET NOTES
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GENERAL FUND - SIDEWALK												
26	30	01	00	00	SIDEWALK REVENUE	31,068.00	31,068.00	-		31,068.00	-	
26	39	99	00	00	RESERVES	33,047.58	33,035.07	(12.51)	UPDATED INFO	33,035.00	(0.07)	
TOTAL INCOME						64,115.58	64,103.07	(12.51)		64,103.00	(0.07)	

GENERAL FUND - SIDEWALK												
26	45	15	00	00	OFFICE SUPPLIES	-	-	-		-	-	
26	45	20	00	00	LEGAL SERVICES	-	-	-		-	-	
26	45	22	00	00	REPAIRS & MAINTENANCE	-	-	-		-	-	
26	45	30	00	00	PUBLISHING & ADS	-	-	-		-	-	
26	45	70	00	00	CAPITAL OUTLAY	64,115.58	64,103.07	(12.51)	UPDATED INFO	64,103.00	(0.07)	
26	49	99	00	00	TRANSFER	-	-	-		-	-	
TOTAL EXPENDITURES						64,115.58	64,103.07					
						-	-					

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

PASS THROUGH GRANT FUND											
30	35	04	00	00		460,000.00	460,000.00	-		460,000.00	-
TOTAL INCOME						460,000.00	460,000.00	-		460,000.00	-
30	46	20	00	00		460,000.00	460,000.00	-		460,000.00	-
TOTAL EXPENDITURES						460,000.00	460,000.00	-		460,000.00	-
						-	-	-		-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

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SPACE 2 CREATE

32	35	01	00	00	GRANT REVENUE	-	-	-	-	-	-
32	35	05	00	00	INTEREST	-	-	-	-	-	-
32	39	99	00	00	RESERVES	-	-	-	-	-	-
TOTAL INCOME						-	-	-	-	-	-
32	50	17	00	00	POSTAGE	-	-	-	-	-	-
32	50	22	00	00	PROFESSIONAL SERVICES	-	-	-	-	-	-
32	50	26	00	00	TRAVEL & MEETINGS	-	-	-	-	-	-
32	50	30	00	00	PUBLISHING & ADS	-	-	-	-	-	-
TOTAL EXPENDITURES						-	-	-	-	-	-
						-	-	-	-	-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

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CONSERVATION TRUST FUND											
40	38	01	00	00	CONSERVATION TRUST	8,000.00	8,500.00	500.00	BASED ON CURRENT YR	8,500.00	-
40	38	02	00	00	INTEREST	12.00	15.00	3.00	BASED ON CURRENT YR	15.00	-
40	39	99	00	00	RESERVES	17,306.42	17,067.56	(238.86)	BASED ON NEEDS	17,067.00	(0.56)
TOTAL INCOME						25,318.42	25,582.56	264.14		25,582.00	(0.56)
40	46	20	00	00	EXPENDITURES-CTF	25,318.42	25,582.56	264.14	BASED ON ABOVE CHANGES	25,582.00	(0.56)
40	46	99	00	00	TRANSFER	-	-	-		-	-
TOTAL EXPENDITURES						25,318.42	25,582.56	264.14		25,582.00	(0.56)
						-	-	-		-	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

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CAPITAL IMPROVEMENT FUND											
50	31	03	00	00	SALES TAX - CAP. IMPROVEMENTS	230,000.00	230,000.00	-		234,000.00	4,000.00
50	31	06	00	00	AIRPORT	7,650.00	7,650.00	-		7,650.00	-
50	31	13	00	00	MISCELLANEOUS	-	-	-		-	-
50	39	99	00	00	RESERVES	436,807.74	492,258.47	55,450.73	UPDATED INFO	492,258.00	(0.47)
TOTAL INCOME						674,457.74	729,908.47	55,450.73		733,908.00	3,999.53
50	70	20	00	00	CAPITAL OUTLAY	372,284.28	421,739.26	49,454.98	ADDED MASTER PLAN	421,739.26	-
50	70	20	11	01	AIRPORT		19,842.00	19,842.00	ALLOCATION DETAIL	19,842.00	-
50	70	99	00	00	TRANSFERS	254,173.46	240,327.21	(13,846.25)	UPDATED INFO	244,327.21	4,000.00
TOTAL EXPENDITURES						626,457.74	681,908.47	55,450.73		685,908.47	4,000.00
						48,000.00	48,000.00			47,999.53	

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED	
						BUDGET	2022	\$ CHANGE	2022	2022	2022	
						BUDGET	BUDGET		BUDGET NOTES	F.BUDGET	\$ CHANGE	BUDGET NOTES
WATER FUND - REVENUE												
60	36	01	00	00	WATER CHARGES-BASE RATE	694,824.00	697,524.00	2,700.00	CHANGE TO SCENARIO 6	697,524.00	-	
60	36	04	00	00	STANDBY TAP FEES	50,676.00		(50,676.00)	CHANGE TO SCENARIO 6		-	
60	36	01	00	00	WATER RATE INCREASE	155,664.00		(155,664.00)	CHANGE TO SCENARIO 6		-	
60	36	01	10	01	WATER CHARGES-USAGE	237,052.00	806,402.00	569,350.00	CHANGE TO SCENARIO 6	806,402.00	-	
60	36	02	00	00	WATER TAPS	-	-	-		-	-	
60	36	03	00	00	SALES & SERVICES	5,000.00	7,000.00	2,000.00	UPDATED INFO	7,000.00	-	
60	36	05	00	00	BULK WATER	5,400.00	6,025.00	625.00	UPDATED INFO	6,025.00	-	
60	36	07	00	00	GRANT FUNDS	369,232.00	704,732.00	335,500.00	+POTENTIAL GRANT AND APRA FUNDS	704,732.00	-	
60	36	09	00	00	PENALTIES	1,000.00	350.00	(650.00)	UPDATED INFO	350.00	-	
60	36	12	00	00	RENTS	1,000.00	1,000.00	-		1,000.00	-	
60	36	13	00	00	MISCELLANEOUS REVENUE			-		-	-	
60	39	99	00	00	RESERVES	285,500.00	335,500.00	50,000.00	UPDATED INFO	335,500.00	-	
WATER INCOME						1,805,348.00	2,558,533.00	753,185.00		-	2,558,533.00	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

WATER FUND - EXPENDITURES											
60	50	01	00	00	MAYOR & TRUSTEES WAGES	-	-	-		-	-
60	50	03	00	00	SALARIES & WAGES	184,553.60	192,453.38	7,899.78	REALLOCATION OF PAYROLL/REQ	192,453.38	-
60	50	04	00	00	EMPLOYER FICA	10,909.70	11,375.25	465.55	REALLOCATION OF PAYROLL/REQ	11,375.25	(0.00)
60	50	05	00	00	EMPLOYER MEDICARE	2,638.25	2,747.12	108.87	REALLOCATION OF PAYROLL/REQ	2,747.12	0.00
60	50	06	00	00	UNEMPLOYMENT TAX	545.84	568.37	22.53	REALLOCATION OF PAYROLL/REQ	568.37	0.00
60	50	07	00	00	INSURANCE BENEFITS	41,145.73	42,518.44	1,372.71	REALLOCATION OF PAYROLL/REQ	42,518.44	0.00
60	50	08	00	00	PENSION BENEFITS	16,842.12	17,756.44	914.32	REALLOCATION OF PAYROLL/REQ	17,756.43	(0.01)
60	50	02	00	00	CONTRACT LABOR	-	-	-		-	-
60	50	44	00	00	NORRIS RETIREMENT	20,160.00	20,160.00	-		20,160.00	-
60	50	10	00	00	WORK COMP	3,314.54	3,315.00	0.46		3,315.00	-
60	50	15	00	00	OFFICE SUPPLIES	350.00	415.00	65.00	UPDATED INFO	415.00	-
60	50	16	00	00	OPERATING SUPPLIES	11,052.00	23,415.00	12,363.00	ADDED ADDITIONAL CHEM COST	23,415.00	-
60	50	17	00	00	POSTAGE	3,925.00	5,550.00	1,625.00	UPDATED INFO	5,550.00	-
60	50	20	00	00	LEGAL & ENGINEERING SERVICES	28,075.00	28,000.00	(75.00)	UPDATED INFO	28,000.00	-
60	50	21	00	00	AUDIT	12,500.00	12,500.00	-		12,500.00	-
60	50	22	00	00	REPAIRS & MAINTENANCE	227,750.00	227,750.00	-		227,750.00	-
60	50	23	00	00	VEHICLE EXPENSE	8,370.00	20,360.00	11,990.00	ADDED EQUIPMENT REP COST	20,360.00	-
60	50	24	00	00	RENTALS	-	-	-		-	-
60	50	25	00	00	SHOP EXPENSE	1,950.00	1,950.00	-		1,950.00	-
60	50	26	00	00	TRAVEL & MEETINGS	1,200.00	1,200.00	-		1,200.00	-
60	50	27	00	00	INSURANCE & BONDS	27,550.00	27,550.00	-		27,550.00	-
60	50	28	00	00	UTILITIES	29,850.00	34,654.00	4,804.00	7% INC BASED ON CURRENT YEAR	34,654.00	-
60	50	29	00	00	TELEPHONE	5,370.00	5,088.00	(282.00)	7% INC BASED ON CURRENT YEAR	5,088.00	-
60	50	30	00	00	PUBLISHING & ADS	200.00	200.00	-		200.00	-
60	50	31	00	00	DUES & SUBSCRIPTIONS	20,670.00	20,658.00	(12.00)	UPDATED INFO	20,658.00	-
60	50	32	00	00	FEES & PERMITS	12,000.00	12,015.00	15.00	ADDED WATER SAMPLE SUP COST	12,015.00	-
60	50	33	00	00	DATA PROCESSING	38,030.00	29,630.00	(8,400.00)	REMOVED DUPLICATED CHARGE	29,630.00	-
60	50	41	00	00	WRITEOFF-UNCOLLECTABLE	200.00	-	(200.00)	UPDATED INFO	-	-
60	50	42	00	00	CONTRACT SERVICES	-	-	-		-	-
60	50	50	00	00	WATER POWER AUTHORITY LOAN	191,225.00	191,225.00	-		191,225.00	-
60	50	51	00	00	DRINKING WATER REVOLVING FUNDS	24,055.00	23,344.00	(711.00)	UPDATED INFO	23,344.00	-
60	50	52	00	00	FCNB INTERIM FINANCING	-	-	-		-	-
60	50	70	00	00	CAPITAL OUTLAY	851,440.00	1,278,395.00	426,955.00	ADJ TO ACCOUNT FOR DEP	1,278,395.00	-
60	50	71	00	00	PASS THRU (IMPACT FEE)	29,476.22	-	(29,476.22)	REMOVED PER REQUEST	-	-
60	50	75	00	00	GRANT PROJECTS	-	-	-		-	-
60	50	99	00	00	TRANSFER IN - (OUT)	-	-	-		-	-
60	59	90	00	00	DEPRECIATION	-	323,740.00	323,740.00	ADDED DEP COST BASED ON CURRENT YR	323,740.00	-
WATER EXPENDITURES						1,805,348.00	2,558,533.00	753,185.00		2,558,533.00	(0.00)
						0.00	-			0.00	

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022
						-	335,500.00				
SEWER FUND - REVENUE											
70	37	01	00	00	SEWER CHARGES - RECEIVED	536,856.00	536,856.00	-		536,856.00	-
70	37	01	20	01	INCREASE	-	-	-		-	-
70	37	04	00	00	SEWER TAPS	-	5,000.00	5,000.00	UPDATED INFO	5,000.00	-
70	37	09	00	00	INTEREST	5,000.00	400.00	(4,600.00)	DON'T EXPECT RATE TO INCREASE	400.00	-
70	37	13	00	00	GRANT REVENUE	-	-	-		-	-
70	39	99	00	00		-	-	-		-	-
SANITATION INCOME						541,856.00	542,256.00	400.00		542,256.00	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

SEWER FUND - EXPENDITURES											
70	51	01	00	00	MAYOR & TRUSTEES WAGES	-	-	-		-	-
70	51	03	00	00	SALARIES & WAGES	130,241.33	97,424.94	(32,816.39)	REALLOCATION OF PAYROLL/REQ	97,424.94	(0.00)
70	51	04	00	00	EMPLOYER FICA	7,780.97	5,770.80	(2,010.17)	REALLOCATION OF PAYROLL/REQ	5,770.80	0.00
70	51	05	00	00	EMPLOYER MEDICARE	1,863.13	1,393.02	(470.11)	REALLOCATION OF PAYROLL/REQ	1,393.02	(0.01)
70	51	06	00	00	UNEMPLOYMENT TAX	385.48	288.21	(97.27)	REALLOCATION OF PAYROLL/REQ	288.21	-
70	51	07	00	00	INSURANCE BENEFITS	28,444.99	21,306.45	(7,138.54)	REALLOCATION OF PAYROLL/REQ	21,306.45	(0.00)
70	51	08	00	00	PENSION BENEFITS	11,950.02	8,864.18	(3,085.84)	REALLOCATION OF PAYROLL/REQ	8,864.18	0.00
70	51	02	00	00	CONTRACT LABOR	-	-	-		-	-
70	51	10	00	00	WORK COMP	975.40	975.40	-		975.40	-
70	51	15	00	00	OFFICE SUPPLIES	250.00	50.00	(200.00)	UPDATED INFO	50.00	-
70	51	16	00	00	OPERATING SUPPLIES	8,850.00	16,605.00	7,755.00	ADDED ADDITIONAL CHEM COST	16,605.00	-
70	51	17	00	00	POSTAGE	2,325.00	2,695.00	370.00	UPDATED INFO	2,695.00	-
70	51	20	00	00	LEGAL & ENGINEERING SERV	1,500.00	1,000.00	(500.00)	UPDATED INFO	1,000.00	-
70	51	21	00	00	AUDIT	4,500.00	4,500.00	-		4,500.00	-
70	51	22	00	00	REPAIRS & MAINTENANCE	59,100.00	59,965.00	865.00	UPDATED INFO	59,965.00	-
70	51	23	00	00	VEHICLE EXPENSE	6,370.00	20,300.00	13,930.00	ADDED EQUIPMENT REP COST	20,300.00	-
70	51	24	00	00	RENTALS	-	-	-		-	-
70	51	25	00	00	SHOP EXPENSE	3,265.00	6,130.00	2,865.00	UPDATED INFO	6,130.00	-
70	51	26	00	00	TRAVEL & MEETINGS	2,150.00	2,400.00	250.00	UPDATED INFO (\$800*3)	2,400.00	-
70	51	27	00	00	INSURANCE & BONDS	11,425.00	11,195.00	(230.00)	UPDATED INFO	11,195.00	-
70	51	28	00	00	UTILITIES	35,345.00	35,951.00	606.00	7% INC BASED ON CURRENT YEAR	35,951.00	-
70	51	29	00	00	TELEPHONE	2,100.00	1,973.00	(127.00)	7% INC BASED ON CURRENT YEAR	1,973.00	-
70	51	30	00	00	PUBLISHING & ADS	120.00	140.00	20.00	UPDATED INFO	140.00	-
70	51	31	00	00	DUES & SUBSCRIPTIONS	140.00	560.00	420.00	UPDATED INFO	560.00	-
70	51	32	00	00	FEES & PERMITS	7,375.00	7,382.00	7.00	UPDATED INFO	7,382.00	-
70	51	33	00	00	DATA PROCESSING	11,435.00	13,650.00	2,215.00	UPDATED INFO	13,650.00	-
70	51	40	00	00	MISCELLANEOUS	-	-	-		-	-
70	51	41	00	00	WRITEOFF-UNCOLLECTABLE	200.00	-	(200.00)	UPDATED INFO	-	-
70	51	42	00	00	CONTRACT SERVICE	-	-	-		-	-
70	51	43	00	00	GAGING STATION	4,100.00	4,100.00	-		4,100.00	-
70	51	54	00	00	DEBT SERVICE	150,000.00	108,625.00	(41,375.00)	UPDATED INFO	108,625.00	-
70	51	70	00	00	CAPITAL OUTLAY	33,558.00	-	(33,558.00)	UPDATED INFO	-	-
70	51	71	00	00	PASS THRU FUNDS (IMPACT FEE)	16,106.69	-	(16,106.69)	REMOVED PER REQUEST	-	-
70	51	99	00	00	TRANSFER IN - (OUT)	-	-	-		-	-
70	59	90	00	00	DEPRECIATION	-	109,012.00	109,012.00	ADDED DEP COST BASED ON CURRENT YR	109,012.00	-
SEWER EXPENDITURES						541,856.00	542,256.00	400.00		542,256.00	(0.00)
						0.00	-			0.00	

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

SOLID WASTE-REVENUE											
80	37	02	00	00	GARBAGE FEES - RECEIVED	254,340.00	254,340.00	-		254,340.00	-
80	37	02	00	00	INCREASE	-	-	-		-	-
80	37	03	00	00	SALES & SERVICE	10,000.00	10,000.00	-		10,000.00	-
80	39	99	00	00	RESERVE	18,760.00	18,760.00	-		18,760.00	-
INCOME						283,100.00	283,100.00	-		283,100.00	-

FUND	TYPE	ACCT	SUB	SEQ	ACCOUNT DESCRIPTION	2022	REVISED		REVISED	@12/9/2021	FINAL REVISED
						BUDGET	2022	\$ CHANGE	2022	2022	2022

SOLID WASTE - EXPENDITURES											
80	52	03	00	00	SALARIES & WAGES	125,621.06	125,926.37	305.31	REALLOCATION OF PAYROLL/REQ	125,926.37	(0.00)
80	52	04	00	00	EMPLOYER FICA	7,710.20	7,731.15	20.95	REALLOCATION OF PAYROLL/REQ	7,731.15	0.00
80	52	05	00	00	EMPLOYER MEDICARE	1,803.19	1,808.09	4.90	REALLOCATION OF PAYROLL/REQ	1,808.09	0.00
80	52	06	00	00	UNEMPLOYMENT TAX	373.07	374.09	1.02	REALLOCATION OF PAYROLL/REQ	374.09	(0.00)
80	52	07	00	00	INSURANCE BENEFITS	30,618.54	30,629.00	10.46	REALLOCATION OF PAYROLL/REQ	30,629.00	(0.01)
80	52	08	00	00	PENSION BENEFITS	9,186.38	8,381.30	(805.08)	REALLOCATION OF PAYROLL/REQ	8,381.30	0.00
80	52	10	00	00	WORK COMP	6,236.36	6,250.00	13.64	UPDATED INFO + 8% INC OVER LAST YR	6,250.00	-
80	52	15	00	00	OFFICE SUPPLIES	160.00	160.00	-		160.00	-
80	52	16	00	00	OPERATING SUPPLIES	1,145.00	1,205.00	60.00	UPDATED INFO	1,205.00	-
80	52	17	00	00	POSTAGE	1,541.00	1,793.00	252.00	UPDATED INFO	1,793.00	-
80	52	20	00	00	LEGAL SERVICES	-	-	-		-	-
80	52	21	00	00	AUDIT	4,500.00	4,500.00	-		4,500.00	-
80	52	22	00	00	REPAIRS & MAINTENANCE	1,625.00	1,600.00	(25.00)	UPDATED INFO	1,600.00	-
80	52	23	00	00	VEHICLE EXPENSE	11,730.00	16,760.00	5,030.00	UPDATED INFO	16,760.00	-
80	52	25	00	00	SHOP EXPENSE	1,100.00	1,420.00	320.00	UPDATED INFO	1,420.00	-
80	52	26	00	00	TRAVEL & MEETINGS	-	-	-		-	-
80	52	27	00	00	INSURANCE & BONDS	6,695.00	6,695.00	-		6,695.00	-
80	52	28	00	00	UTILITIES	2,856.00	2,671.00	(185.00)	7% INC BASED ON CURRENT YEAR	2,671.00	-
80	52	29	00	00	TELEPHONE	700.00	750.00	50.00	7% INC BASED ON CURRENT YEAR	750.00	-
80	52	30	00	00	PUBLISHING & ADS	39.00	140.00	101.00	UPDATED INFO	140.00	-
80	52	33	00	00	DATA PROCESSING	2,680.00	2,740.00	60.00	UPDATED INFO	2,740.00	-
80	52	41	00	00	WRITEOFF-UNCOLLECTABLE	-	-	-		-	-
80	52	42	00	00	LANDFILL FEES	35,000.00	37,320.00	2,320.00	UPDATED INFO	37,320.00	-
80	52	43	00	00	CLEAN-UP DAY	3,000.00	3,000.00	-		3,000.00	-
80	52	70	00	00	CAPITAL OUTLAY	3,500.00	3,600.00	100.00	UPDATED INFO	3,600.00	-
80	52	71	00	00	PASS THRU FUNDS (IMPACT FEE)	7,630.20	-	(7,630.20)	REMOVED PER REQUEST	-	-
80	59	90	00	00	DEPRECIATION	17,650.00	17,646.00	(4.00)	ADJ DEP COST BASED ON CURRENT YR	17,646.00	-
TRASH EXPENDITURES						283,100.00	283,100.00	0.00		283,100.00	(0.00)
						0.00	-			0.00	

AGENDA SUMMARY FORM



Town Attorney Amendment to Contract - Extension Through January 2022

Summary:

Proposed amendment to attorney contract to allow for a smooth transition to a new Town attorney.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE TOWN OF PAONIA AND
BO JAMES NERLIN, P.C.

THIS FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT is made and entered into this ___ day of December 2021, by and between **TOWN OF PAONIA**, a municipal corporation acting by and through its Board of Trustees (the “Town”), and **BO JAMES NERLIN, P.C.**, a Colorado Professional Corporation (“Law Firm”).

RECITALS

WHEREAS, the Town and the Law Firm entered into a Professional Services Agreement in December of 2020 wherein the Town engaged Bo James Nerlin to serve as the primary attorney for the Town (the “Professional Services Agreement”).

WHEREAS, the term of the Professional Services Agreement is one year from January 1, 2021, to December 31, 2021.

WHEREAS, in July of 2021 Law Firm provided notice that it would not seek an extension of the Professional Services Agreement.

WHEREAS, the Town issued a request for proposals for a municipal attorney in October of 2021.

WHEREAS, the Town has since received several responses to the request for proposals.

WHEREAS, the Town anticipates completing the hiring process for a new attorney before the end of January 2022.

WHEREAS, Law Firm has agreed to serve as municipal attorney for the month of January 2022.

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

1. The term of the December 1, 2020, Professional Services Agreement Between the Town of Paonia and Bo James Nerlin, P.C., shall be extended to January 31, 2022. The remaining provisions of the Professional Services Agreement shall remain in place.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

ATTEST:

TOWN OF PAONIA, COLORADO

J. CORINNE FERGUSON, Town Clerk

By: _____
MARY BACHRAN, Mayor

Date: _____

BO JAMES NERLIN, P.C.

By: _____
BO JAMES NERLIN, President

Date: _____

AGENDA SUMMARY FORM



Board Consideration of Municipal Attorney Proposals for 2022

Summary:
Attached are the proposals received from five (5) firms.

Notes:
LINK to RFP:
<https://library.municode.com/co/paonia/munidocs/munidocs?nodeId=424c0c1ca4d8d>

Karp.Neu.Hanlon
Samson Law Firm
Law of the Rockies
Kelly PC

Submitted after deadline:
Otis & Bedingfield

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

Glenwood Springs – Main Office

201 14th Street, Suite 200
P. O. Drawer 2030
Glenwood Springs, CO 81602

Aspen

323 W. Main Street
Suite 301
Aspen, CO 81611

Montrose

1544 Oxbow Drive
Suite 224
Montrose, CO 81402

Jeffrey J. Conklin

Partner/Shareholder

jjc@mountainlawfirm.com

Direct: 970.928.2124

Office: 970.945.2261

Fax: 970.945.7336

**Direct Mail to Glenwood Office*

October 28, 2021

Via Email

Town of Paonia

Attn: Corinne Ferguson, Town Administrator

corinne@townofpaonia.com

Re: Proposal for Town Attorney

Dear Mayor and Trustees:

Karp Neu Hanlon, P.C. (“KNH”) is pleased to provide this proposal for Town Attorney legal services to the Town of Paonia (“Paonia” or the “Town”). In providing legal services to Paonia, Jeff Conklin would be the primary responsible Town Attorney. KNH is a full service, Martindale Hubble AV-rated law firm with offices in Glenwood Springs, Aspen, and Montrose. Jeff and KNH have extensive skills, experience, and expertise in providing legal services to local governmental entities that we believe would prove valuable to the Town.

- 1. Describe your experience with municipal law generally and specifically speak to your experience with regard to municipal elections, municipal land use regulations, real property matters generally, zoning law, constitutional issues (state and federal) affecting municipalities, municipal finance, complex litigation, appellate practice and any other areas you believe are relevant to the Town’s decision.**

As a result of our representation of Colorado public entity clients, we are well-versed in a broad range of local government law issues, including those identified in the RFP. KNH has represented municipal clients on matters including, but not limited to:

- Election law, including working with municipal clerks on the requirements for conducting a local election, pursuing ballot issues as part of coordinated elections, addressing “ranked choice voting” and “instant runoff” procedures, as well as more controversial matters such as a recall election.
- Planning, zoning, and project development, including large and small-scale mixed use development projects, comprehensive plan development, annexations, development agreements, subdivision improvement agreements, land use code updates, special or conditional use review, and zoning/building code violations and enforcement.
- Public meetings and records, including the Open Records Act, Open Meetings Law,

requirements related to executive sessions, public notice requirements, drafting ordinances and resolutions, and procedures for conducting public meetings.

- Public finance law, including TABOR issues, budgets, enterprises, public tax law, and sales tax collection/distrain.
- Public facility development, including issuance of bonds and obtaining other types of municipal finance, public private partnerships, and joint development agreements.
- Marijuana and liquor licensing, including code drafting and enforcement for violations of license requirements.
- Municipal court prosecution, including code enforcement, nuisance enforcement, and other matters within the municipal court jurisdiction.
- Intergovernmental agreements and authorities, including negotiating with state entities, counties and special districts to set up agreements to provide services.
- Utility law, including drafting utility codes, drafting utility service plans, reviewing contractor agreements, drafting franchise agreements, water right dedication and tap fee policies, utility liens, and collection of unpaid utility bills.
- Litigation practice, including C.R.C.P. 106 appeals of governmental decisions, condemnation proceedings, enforcement of contracts, easement and other real property disputes, employment defense, the Colorado Governmental Immunity Act, and the Tort Claims Act. Attorneys have successfully argued cases in the Colorado Court of Appeals and the Colorado Supreme Court.
- Real property acquisition, eminent domain, construction contract review, and professional services agreement drafting.
- Employment law issues, including drafting and updating personnel manuals, preparing employment contracts, and advising human resource managers.
- Advocacy and negotiations with county, state and federal agencies.
- Water law, including assessing water right dedications, water right title, water court applications, decreeing plans for augmentation, and water court litigation (including in the Colorado Supreme Court).

With the recent acute impacts of COVID-19 on the health and economies of small rural communities, KNH has put significant efforts into assisting our public sector clients in both protecting residents from the virus's effects and reopening businesses and public facilities in accordance with

state and county guidelines. This episode has served to reinforce our firm's commitment to local government clients dealing with an extremely challenging situation. Our substantial well of knowledge and experience in the municipal law field will bring value to the Town from day one.

2. Provide a list of other municipal clients with whom you have worked in the past five years.

KNH maintains a broad base of public-sector clients, where our goal is to provide value-added, solution-oriented counsel. We serve as general counsel or special counsel to a number of cities, towns, special districts and authorities. Public-sector clients in the last five years include:

General Counsel:

- Town of Basalt
- City of Glenwood Springs
- City of Rifle
- Town of Minturn
- Town of Silverthorne
- Town of Palisade
- Town of Parachute
- Town of Silt
- Town of Collbran
- Town of Red Cliff
- Town of Avon
- Grand Junction Regional Airport Authority
- Glenwood Springs Downtown Development Authority
- Garfield County Emergency Communications Authority
- Spring Valley Sanitation District
- West Glenwood Sanitation District
- Aspen Fire Protection District
- Garfield County Clean Energy Collaborative;
- Starwood Metropolitan District; and
- San Miguel Authority for Regional Transportation (SMART).

Special Counsel:

- Town of New Castle (Water Counsel);
- Colorado River Water Conservation District; and
- Grand Mesa Metropolitan District.

In the private-sector, our clients include real estate developers, homeowner associations, farm and ranch owners, large and small businesses, and charitable organizations. We represent these clients on land use, real estate, water, governance, corporate, and employment matters, including related litigation.

This comprehensive client base offers each of our attorneys opportunities for exposure to a variety of legal issues, while still allowing each of them to focus on their respective areas of expertise. As a result, our clients benefit from decades of specialized knowledge, in addition to a well-rounded and seasoned team of professionals.

3. Describe any knowledge or experience that makes you particularly qualified for the position.

Jeff has been practicing primarily municipal, land use, water, and community association law since 2008. Jeff is currently the Town Attorney for the Town of Basalt and the Town of Parachute. For many years, Jeff served on the Pitkin County Planning and Zoning Commission, including a term as the Chairman. Jeff has also represented private sector land use clients in other mountain communities. This range of experience, including perspectives from “both sides of the table,” has proven valuable to Jeff’s municipal clients. Further, Jeff is involved in the community he lives and the communities he represents. Finally, Jeff frequently finds himself in the Paonia area, exploring the mountains with his wife and two children.

From a firm perspective, our philosophy is important to us and our clients. KNH is committed to providing the highest quality and most cost-effective legal services available to our clients. We pride ourselves on being a dynamic, client-focused organization recognized for excellence in the legal services field with a strong public service approach. We do this by creating value for our clients with innovative, consistent, and dependable counsel, by participating in our local communities, and by caring for our employees.

We believe that our highest calling in providing municipal representation is to empower elected officials to make good decisions that advance the goals of the community. KNH prides itself on working collaboratively with public entity staff to provide high-quality legal information that is understandable to elected officials and the public. Our attorneys work hard not to speak in “legalese” but to explain legal issues in practical terms with an emphasis on exploring options and long-range ramifications of decisions.

4. The Town is soliciting talent and expertise first and foremost. While cost to the Town is important, the selection will not be based solely on cost. Please detail and explain your required fees to perform the requested services.

KNH is committed to making its professional services available to local governments at reasonable rates and within the adopted budget. For work done by Jeff, his hourly rate would be \$225 per hour. The attached rate sheet details our attorney and paralegal rates. If preferred by the Town, KNH is also willing to discuss an appropriate monthly “flat fee” arrangement, which has been used with other municipal clients.

5. Provide your Martindale Hubbell rating and a biography.

KNH is a Martindale Hubble AV-rated law firm. A Firm Resume and Jeff's biography are enclosed. Jeff's biography is also available at <https://www.mountainlawfirm.com/attorneys/jeffrey-j-conklin/>

6. Please provide a list of all attorneys in the firm who might provide services under this proposal and list any disciplinary proceedings against them.

As discussed above, Jeff Conklin would serve as the primary responsible Town Attorney; however, to allow our clients to benefit from decades of municipal legal experience, KNH takes a team approach to representing governmental clients and other KNH attorneys can assist on matters where they have particular skills. Depending on the task, certain research, review, and drafting work would also be performed by the most appropriate attorney or paralegal (with oversight by an attorney) to provide a particular expertise and the most cost-effective services possible. A Firm Resume is attached which provides more details on the attorneys in the firm and our practice areas of expertise. Because of the size of our firm and depth of our experience, an attorney at KNH will always be available to assist the Town at any time.

No formal disciplinary actions have been taken against any of KNH's current attorneys or paralegals.

7. Please disclose any potential conflicts of interest.

We represent clients throughout the Western Colorado, and thus, inevitably conflicts may arise. To our knowledge, however, we have no conflicts of interest with the Town.

8. Please provide a minimum of three client references.

We strongly encourage you to contact the following references:

Ryan Mahoney, Town Manager
Town of Basalt
101 Midland Avenue
Basalt, CO 81621
(970)987-7010
ryan.mahoney@basalt.net

Stuart McArthur, Town Manager
Town of Parachute
222 Grand Valley Way
Parachute, CO 81635
(970) 285-7630
stuartmc@parachutecolorado.com

Heather Dresser, Executive Director
Starwood Metropolitan District
121 Stewart Drive
Aspen, CO 81611
(970)925-8939
heather@starwood.org

Barbara Clifton, Esq., Mayor
City of Rifle
P.O. Box 1908
Rifle, CO 81650
(970) 625-2410
bclifton@rifleco.org

- 9. If you propose to bill for services at an hourly rate or a monthly fee, provide the current hourly/monthly rate for each lawyer and for each employee of your firm who may work on Town matters. State specifically whether you will work on a fixed fee basis and, if so, how you propose that such a fee be determined. State specifically that if you are the successful candidate and if your fee will be based on hourly rates that you will not increase for Town matters before January 1, 2024**

Please see our response to #4 above. In addition, KNH will not increase these rates before January 1, 2024.

- 10. Please provide the name of your professional liability insurance carrier and the limits of your professional liability insurance.**

We take our professional obligations seriously, and obtain continuing legal education and ethics training each year, primarily courses offered through the Colorado Municipal League (with which we have a very close relationship). KNH lawyers have served on the courts' ethics boards and disciplinary committees, and are active in legal professional organizations dedicated to promoting high ethical standards and best practices. Our lawyers practice with integrity and professionalism and are responsive to their clients' needs. Communication is consistent and our clients are well-advised as to the status and strategies employed in their matters. As a result, no formal disciplinary actions have been taken against any of Karp Neu Hanlon's current attorneys or paralegals. Nevertheless, KNH maintains professional liability insurance through ALPS with a policy limit of \$4,000,000.00 for individual claims, or in aggregate.

- 11. Describe the support services you would receive from your firm if selected.**

As described in the response to #6 above, depending on the matter, it's possible that Jeff would consult with or bring in other attorneys in the firm to assist on a particular matter. This "team approach" allows the Town to benefit from the experience of the entire firm.

- 12. Specify availability and preferences for in person or remote attendance.**

It is our understanding that the Town's current Board of Trustees meeting schedule is the 2nd and 4th Tuesdays of each month, which unfortunately conflicts with the existing meeting schedule for a number of our municipal clients. If the Town is amenable, KNH would be interested in exploring an alternative regular meeting schedule, such as the 2nd and 4th Thursday of each month.

As a general matter, however, Jeff is available for in-person or remote attendance. We have found it possible to effectively participate in meetings remotely while the Board is in-person.

Thank you in advance for considering KNH as the Town's municipal attorneys. We would welcome the opportunity to discuss the services that KNH can offer to the Town in greater detail. Please feel free to contact me for additional information.

Very truly yours,

KARP NEU HANLON, P.C.

A handwritten signature in blue ink, appearing to read "Jeffrey J. Conklin", with a long horizontal flourish extending to the right.

Jeffrey J. Conklin

JJC:jjc

Enclosures: Rate Sheet
Firm Resume
Jeff Conklin Biography

KARP NEU HANLON, P.C.			
2021-2022 HOURLY RATE CHART			
POSITION	NAME	INITIALS	HOURLY RATE
Partner	James S. Neu	JSN	\$225.00
Partner	Karl J. Hanlon	KJH	\$225.00
Partner	Michael J. Sawyer	MJS	\$225.00
Partner	James F. Fosnaught	JFF	\$225.00
Partner	Jeffrey J. Conklin	JJC	\$225.00
Partner	Aaron T. Berne	ATB	\$205.00
Partner	Shoshana Rosenthal	SR	\$205.00
Associate	Matthew L. Trinidad	MLT	\$205.00
Associate	Wilton E. Anderson	WEA	\$205.00
Associate	Richard Peterson-Cremer	RJP	\$215.00
Associate	Joely R. Denkinger	JRD	\$205.00
Associate	Danielle T. Skinner	DTS	\$185.00
Paralegals	Paralegals		\$140.00-\$125.00
Legal Assistants	Legal Assistants		\$125.00-\$115.00
EXPENSES			RATE
Mileage current IRS rate as it may be amended throughout the year			\$0.56 per mile (current IRS rate)
Photocopies			\$0.25 per copy
Facsimile Transmissions			\$1.00 per page
Color Photocopies			\$1.25 per copy
Computer Research outside of the Firm's Lexis Nexis Libraries			Actual cost of access time accumulated
OTHER EXPENSES ARE BILLED AT ACTUAL COSTS			

*The above rates are subject to change annually. All Accounts Due in 30 days.
Overdue Accounts will be Assessed 1.5% per month (18% A.P.R.).
In the event an action is required to collect payment, client agrees to pay
reasonable attorneys' fees and costs of collection.*

A2

Karp Neu Hanlon^{PC}

ATTORNEYS AT LAW

Firm Resume

Glenwood Springs – Main Office
201 14th Street, Suite 200
P. O. Drawer 2030
Glenwood Springs, CO 81602

Aspen
323 W. Main Street
Suite 301
Aspen, CO 81611

Montrose
1544 Oxbow Drive
Suite 224
Montrose, CO 81402

Office: (970) 945-2261
Fax: (970) 945-7336

**Direct Mail to Glenwood Springs*

**RESUME OF
KARP NEU HANLON, P.C.**

Karp Neu Hanlon, P.C. has many years of experience in water rights and water quality law, municipal and special district law, real estate law (including real estate development and land use), corporate and transactional law, estate planning, natural resources, and environmental law. Additionally, the firm has several seasoned litigators with experience in general civil litigation, with a particular emphasis on employment counseling and defense for businesses, commercial and appellate work. The firm is honored to have an A-V ranking (the highest ranking possible) by the Martindale-Hubbell Law Directory and is composed of twelve attorneys and three paralegals. The resume for each attorney in the firm is attached. Our representative clients include:

General Counsel:

City of Glenwood Springs, Colorado
City of Rifle, Colorado
Town of Parachute, Colorado
Town of Silt, Colorado
Town of Collbran, Colorado
Town of Minturn, Colorado
Town of Silverthorne, Colorado
Town of Basalt, Colorado
Town of Parachute, Colorado
Town of Red Cliff, Colorado
Grand Junction Regional Airport Authority
Garfield Clean Energy Collaborative
Thompson Glen Ditch Company
West Glenwood Springs Sanitation District
Spring Valley Sanitation District
Aspen Fire Protection District
Garfield County Emergency
Communications Authority
San Miguel Authority for Regional
Transportation
Carbondale Arts
Backbone Media

Special Counsel:

Aspen Public Radio
Aspen Skiing Company
Colorado River Water Conservation District
Dundee Real Estate USA, Inc. (Arapahoe
Basin Ski Area)
Solar Energy International
Thunder River Theater Company
Town of New Castle, Colorado
Peak Uplink, Inc.
Reese Henry & Company, Inc.
ROFINTUG
The Dixon Water Foundation
The Discovery Foundation
Bank of Colorado
Mountain Valley Bank

KARP NEU HANLON, P.C.

JAMES S. NEU

BORN: Fullerton, California - 1970

EDUCATION:

Northwestern School of Law at Lewis and Clark College (J.D., 1996)
University of Colorado at Boulder (B.A., Political Science, 1992)

PROFESSIONAL AFFILIATIONS:

Oregon Bar Association
Colorado Bar Association
Idaho Bar Association
Ninth Judicial District Bar Association

PROFESSIONAL EXPERIENCE:

Shareholder/Partner, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado February 2010-Present. *Areas of concentration:* Municipal, Special District, Real Estate and Land Use, and General Corporate Law

Shareholder/Partner, Leavenworth & Karp, P.C., Glenwood Springs, Colorado, 2003-January, 2010

Associate, Leavenworth & Karp, P.C., Glenwood Springs, Colorado, February 2000-2002.

Admitted to Idaho State Bar, 2000

Associate, Beattie & Chadwick, Glenwood Springs, Colorado, 1998-2000

Admitted to Colorado State Bar, 1998

Assistant Attorney General, Territory of Guam, Agana, Guam, 1996-1998

Admitted to Oregon State Bar, 1996

Research Assistant, Northwest Water Law and Policy Project, Portland, Oregon, 1995-1996

Intern, United Nations Environment Program, Nairobi, Kenya, 1994

HONORS AND AWARDS:

Northwestern School of Law at Lewis and Clark College - Certificate of Environmental and Natural Resource Law, 1996

Northwestern School of Law at Lewis and Clark College - Cornelius Honor Society, 1996

KARP NEU HANLON, P.C.

KARL J. HANLON

BORN: Cheyenne, Wyoming - 1967

EDUCATION:

Northwestern School of Law at Lewis and Clark College (J.D. with Environmental Certificate, 1996)

University of Wyoming, Laramie, Wyoming (B.F.A., 1992)

PROFESSIONAL AFFILIATIONS:

Colorado State Bar, admitted 1996

U.S. District Court, District of Colorado, admitted 1997

U.S. Court of Appeals, Tenth Circuit, admitted 1997

Ninth Judicial District Bar Association

Colorado Bar Association

PROFESSIONAL EXPERIENCE:

Shareholder/Partner, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, February 2010-Present. *Areas of concentration:* Water, Real Estate and Land Use, Municipal, and Special District Law

Shareholder/Partner, Leavenworth & Karp, P.C., Glenwood Springs, Colorado, 2006-January, 2010.

City Attorney, City of Glenwood Springs, Glenwood Springs, Colorado, 2002-2006. *Areas of concentration:* legislation policy, litigation, water, utilities, personnel, municipal, special district, land use, general corporate, and real estate law

Assistant City Attorney, City of Glenwood Springs, Glenwood Springs, Colorado, 2000-2002. *Areas of concentration:* land use, water, utilities, personnel, municipal

Associate, Robert M. Noone, P.C., Glenwood Springs, Colorado, 1997-2000. *Areas of concentration:* Natural Resource, Environmental, Land Use and Real Estate, Business, and Water Law, permitting, transactions, and litigation

Associate, Delaney and Balcomb, P.C., Glenwood Springs, Colorado, 1996-1997. *Areas of concentration:* natural resource, environmental, mining, land use, real estate, water law, permitting, transactions, and litigation

KARP NEU HANLON, P.C.

MICHAEL J. SAWYER

BORN: Salt Lake City, Utah - 1972

EDUCATION:

University of California, Berkeley School of Law (Boalt Hall), (J.D., 2000), Environmental Law Certificate

Austrian National University of Natural Resources, Fulbright Scholar, (1996-97)

Utah State University, College of Natural Resources, (B.S., Forestry, 1996)

PROFESSIONAL AFFILIATIONS:

Colorado Bar Association (Member: Environmental, Real Estate and Water Law Sections)

Ninth Judicial District Bar Association, (Secretary 2005, Vice-President 2006, President 2007)

Admitted to the Colorado Bar, 2000

Admitted to the United States District Court, District of Colorado, 2002

PROFESSIONAL EXPERIENCE:

Shareholder/Partner, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado from February 2010-Present. *Areas of concentration:* municipal law, real estate law, water law, environmental law

Shareholder/Partner, Leavenworth & Karp, P.C., Glenwood Springs, Colorado from 2007-January 2010. *Associate* from 2002-2006.

Associate, Holland & Hart, LLP, Denver, Colorado, 2000-2002

Graduate Research Assistant for Professor Joseph Sax, Berkeley, California, August 1999-December 1999

Summer Legal Intern, U.S. Department of Agriculture, Office of the General Counsel Natural Resource Division, San Francisco, California, Summer 1998

Environmental Affairs Coordinator, Weber County Government, Ogden, Utah, 1993-1996

PRESENTATIONS AND PUBLICATIONS:

Presenter: CLE, Road Access Issues in Real Estate Development, May 2002

KARP NEU HANLON, P.C.

JAMES F. FOSNAUGHT

BORN: Cheverly, Maryland - 1968

EDUCATION:

University of Denver College of Law (J.D. 1999)
University of Maryland (B.A. 1991)

PROFESSIONAL AFFILIATIONS:

Colorado Bar Association
Ninth Judicial District Bar Association
Colorado Trial Lawyers Association
Colorado State Bar, admitted 2000
U.S. District Court, District of Colorado, admitted 2001

PROFESSIONAL EXPERIENCE:

Shareholder/Partner, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, February 2010-Present. *Areas of concentration:* Civil Litigation, Real Estate and Business Transactions
Shareholder/Partner, Leavenworth & Karp, P.C., Glenwood Springs, Colorado, 2007-January, 2010.
Shareholder, James F. Fosnaught, P.C., Glenwood Springs, Colorado, 2004-2007
Associate, Wright & Adger, LLP, Aspen, Colorado, 2000-2004
Graduate of the National Institute of Trial Advocacy, 2002 National Session
Intern, U.S. Environmental Protection Agency, Region VIII, Denver, Colorado, 1998
Law Clerk, Office of Code Enforcement, City Attorney, City and County of Denver, Denver, Colorado, 1997

PUBLICATIONS:

The City of Golden's Application for Surface Water Rights: A Kayak Course, Instream Flow, Dilution, or What? (Co-authored with Amy Beatie) 2 U.Denv. Water L. Rev. 273 (1999)

HONORS AND AWARDS:

Honorable Discharge, U.S. Navy, 1995
Articles Editor, University of Denver Water Law Review, 1998-1999
Golden Key National Honor Society, 1988

KARP NEU HANLON, P.C.

JEFFREY J. CONKLIN

BORN: Cincinnati, Ohio - 1982

EDUCATION:

University of Denver, Sturm College of Law (J.D. 2008)
University of Denver, Institute for Public Policy Studies (MPP, 2008)
Wake Forest University (B.A. Political Science and Philosophy, 2004)

PROFESSIONAL AFFILIATIONS:

Colorado Bar Association
Water Law Section of CBA
Pitkin County Bar Association

PROFESSIONAL EXPERIENCE:

Shareholder/Partner, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, July 2014-
Present
Areas of concentration: Real Estate, Land Use, Municipal Law, Water Law, and
Litigation
Associate, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, February 2010-2014.
Associate, Leavenworth & Karp, P.C., Glenwood Springs, Colorado, 2009-January 2010.
Shareholder, Jeffrey J. Conklin, P.C., Aspen, Colorado, 2009-2009
Public Interest Practicum, Rocky Mountain Land Use Institute, Denver, Colorado 2008
Research Assistant, University of Denver Sturm College of Law, Denver, Colorado 2008
Law Clerk, Denver Water Board, Denver, Colorado, 2007
Law Clerk, Patrick, Miller & Kropf, P.C., Aspen, Colorado, 2007
Intern to Kemper Will, Urban Transitions LLC, Denver, Colorado, 2007

PROFESSIONAL AND COMMUNITY INVOLVEMENT:

Chair, Pitkin County Planning and Zoning Commission (2013- Present).
Board of Directors, Roaring Fork Conservancy, (2015-Present).
Roaring Fork Leadership, Class of 2018.
Commissioner, Town of Basalt, Planning and Zoning Commission (2012).
Vice-Chair, Roaring Fork Conservancy – River Stewards Steering Committee (2011 – 2015).
Member, Aspen Young Professional Association.
Member, Pitkin County Bar Association and Colorado Bar Association.

KARP NEU HANLON, P.C.

MATTHEW L. TRINIDAD

BORN: Colorado Springs, CO

EDUCATION:

Washington & Lee University School of Law (J.D. 2006)
University of Colorado (B.S., Economics, 2000)

PROFESSIONAL AFFILIATIONS:

Colorado Bar Association, 2006- Present
Ninth Judicial District Bar Association, President 2011-2012

PROFESSIONAL EXPERIENCE:

Associate, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, November 2012-Present
Associate, Kerst and Associates, P.C., Glenwood Springs, Colorado, 2011-2012
Associate, Garfield & Hecht, Glenwood Springs, Colorado, 2008-2011
Associate, Chorney & Millard, LLP, Denver, Colorado, 2007-2008

PRESENTATIONS AND PUBLICATIONS:

Rule 8.8 Non-Appearance Hearings in Probate Court, 37 Colo. Law. 45 (January 2008)
Public Trustee Foreclosures: Be Aware of What Remains, 40 Colo. Law. 9 (September 2011)
Annual Review of Colorado Law, Trust & Estates Section, Case Law Update (2011)
Annual Review of Colorado Law, Trust & Estates Section, Case Law Update (2010)
Trust & Estates Council Notes, Case Law Update 2008-2010
Faculty, 2009 Estate Planning Retreat, Case Law Update
Faculty, 2010 Estate Planning Retreat, Case Law Update

KARP NEU HANLON, P.C.

AARON T. BERNE

BORN: Boulder, Colorado - 1984

EDUCATION:

Northwestern School of Law at Lewis and Clark College (J.D., 2014)
University of Colorado at Boulder (B.A., History, 2009)

PROFESSIONAL AFFILIATIONS:

Colorado State Bar, admitted 2016
Colorado Bar Association
Ninth Judicial District Bar Association

PROFESSIONAL EXPERIENCE:

Shareholder/Partner, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, January 2021-
Present
Associate, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, October 2016-2020. Areas
of concentration: Business Transactions, General Corporate Law, Real Estate, Estate Planning
Associate, Harris Berne Christensen LLP, Portland, Oregon, 2014 – 2016
Law Intern, FEI Company, Portland, Oregon, 2013-2014

HONORS AND AWARDS:

Northwestern School of Law at Lewis and Clark College - Certificate of Business Law, 2014

KARP NEU HANLON, P.C.

SHOSHANA ROSENTHAL

BORN: Santa Monica, California - 1987

EDUCATION:

University of Colorado (J.D., 2015)
University of Pennsylvania (B.A., History and Art History)

PROFESSIONAL AFFILIATIONS:

Colorado State Bar, admitted 2015
U.S. District Court, District of Colorado, admitted 2017
Colorado Bar Association
Colorado Women's Bar Association
Colorado Business Committee for the Arts
Colorado Attorney's for the Arts

PROFESSIONAL EXPERIENCE:

Shareholder/Partner, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, January 2021-
Present
Associate, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, September 2017-2020.
Areas of concentration: Civil Litigation, Business, Local Government
Fox Rothschild LLP, Denver, Colorado, Summer 2014, 2015-2017.
Areas of concentration: Civil and Intellectual Property Litigation
Attorney General of Colorado, Revenue and Utilities Department, Spring 2014.
Honorable Michael J. Vallejos, Second Judicial District Court, Fall 2013.
UCLA Hammer Museum, Legal Affairs, Summer 2013.

PUBLICATIONS:

A Critique of the Reasonable Observer: Why Fair Use Fails to Protect Appropriation Art,
Colorado Technology Journal, Vol. 13.2

KARP NEU HANLON, P.C.

RICHARD J. PETERSON-CREMER

BORN: Washington, D.C. - 1982

EDUCATION:

University of Colorado Law School (J.D. 2016)
Colorado College (B.A. Political Science, 2005)

PROFESSIONAL AFFILIATIONS:

Colorado Bar Association

PROFESSIONAL EXPERIENCE:

Associate, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, July 2018-Present.
Areas of concentration: Municipal, Land Use, Environmental.
Attorney, Kaplan Kirsch & Rockwell, LLP, Denver, Colorado, 2017-2018.
Areas of concentration: Environmental, Transportation, Local Government, Real Estate.
Fellow, Denver City Attorney's Office – Airport Legal Services, 2016-2017.
Law Clerk, Kaplan Kirsch & Rockwell, LLP, 2015-2016.
Intern, Environmental Protection Agency, Mobile Source Enforcement Branch, 2014.
Legislative Director, Southern Utah Wilderness Alliance, Salt Lake City, Utah &
Washington, D.C., 2007-2013.

PRESENTATIONS:

R.S. 2477 and Western Public Lands, Guest Lecturer at Colorado Law, Spring 2017.
Supreme Court Year in Review, 2014 & 2015 Terms, CLE Presentation, 2015 and 2016.
Rothgerber Teaching Fellow, Legislation and Regulation, Colorado Law, Fall 2014.

WILTON ANDERSON

EDUCATION:

John Marshall Law School (J.D. 2009), Chicago, Illinois
University of Colorado (B.A. English, 2004), Boulder, Colorado

PROFESSIONAL EXPERIENCE:

Associate, Karp Neu Hanlon, P.C., Glenwood Springs, CO (2018–Present).
Associate, Richmond Sprouse, LLC, Frisco, CO (2012-2018).
Associate, The Law Firm of Bruce A. Danford, Broomfield, CO (2010-2012).
Legal Intern, Illinois Department of Financial and Professional Regulation – Division of
Banking, Chicago, IL (2008-2009).
Law Clerk, Leff & Cohen, LTD., Chicago, IL (2007-2008).
Legal Intern, U.S. Department of Housing and Urban Development, Chicago, IL (2007).

BAR ADMISSIONS:

Colorado, 2010
Illinois, 2010
U.S. District Court, District of Colorado, 2010

PROFESSIONAL AFFILIATIONS:

Colorado Bar Association
Continental Divide Bar Association
Community Association Institute

Originally from southern Wisconsin, Wilton ventured to Boulder for his undergraduate degree before returning to the Midwest to attend law school at the John Marshall Law School in Chicago. He and his wife Alyssa headed west soon after graduation and lived in Frisco for 7 years in before moving to Glenwood Springs with their son, Oliver, in 2018.

Wilton's practice focuses on real estate, homeowners' associations, trust and estate planning, probate, business, municipal law matters, and related litigation. He previously practiced with Richmond Sprouse, LLC, a Summit County, Colorado firm with a focus on all areas of real estate.

Wilton spends his free time skiing, mountain biking, fly-fishing, hiking and otherwise enjoying everything that life in Roaring Fork Valley has to offer.

DANIELLE T. SKINNER

BORN: Fort Worth, Texas – 1989

EDUCATION:

Loyola New Orleans College of Law (J.D. 2018)
Texas Tech University (B.A., Art History, 2011)

PROFESSIONAL AFFILIATIONS:

Colorado Bar Association
Water Law Section of CBA
Real Estate Section of CBA

PROFESSIONAL EXPERIENCE:

Associate, Karp Neu Hanlon, P.C., Glenwood Springs, Colorado, September 2019 – Present.

Areas of concentration: Water, Real Estate, Municipal, Business.

Factor & Campbell, Fort Worth, Texas, Summer 2017.

Honorable Madeleine M. Landrieu, Fourth Circuit Court of Appeal for the State of Louisiana, New Orleans, Louisiana Spring Semester 2017.

Honorable Regina Bartholomew-Woods, Civil District Court for the Parish of Orleans, New Orleans, Louisiana, Fall Semester 2016.

Northshore Public Defender's Office, 22nd Judicial District, Covington, Louisiana, Summer 2016.

Jeff grew up in Cincinnati, Ohio and went on to attend Wake Forest University in Winston-Salem, North Carolina for his undergraduate studies. Upon graduating with a degree in Political Science and Philosophy in 2004, Jeff moved west to attend the University of Denver and received his J.D. and Master's of Public Policy (MPP) in 2008. Soon after, Jeff moved to the Roaring Fork Valley to begin his legal career, where his practice continues to focus on land use, real estate, homeowners associations, business, municipal, and water law matters, as well as related litigation. Jeff strives to provide value-added, solution-oriented counsel to his clients. Throughout his career, Jeff has been actively involved in the community, including chairing Pitkin County Planning & Zoning Commission and serving on the Board of Directors of the Roaring Fork Conservancy. Jeff lives with his family in Basalt, where he enjoys exploring the Colorado mountains, playing guitar, and recreational sports.

EDUCATION:

- University of Denver, Sturm College of Law (J.D. 2008).
- University of Denver, Institute of Public Policy Studies (M.P.P. 2008).
- Wake Forest University (B.A. 2004).

PROFESSIONAL EXPERIENCE:

- Partner/Shareholder, Karp Neu Hanlon, P.C., Glenwood Springs and Aspen, CO (2014 – Present).
- Associate, Karp Neu Hanlon, P.C./Leavenworth & Karp, P.C., Glenwood Springs, CO (2009-2014).
- Sole-Shareholder, Jeffrey J. Conklin, P.C., Aspen, CO (2008-2009).
- Law Clerk, Denver Water Board, Denver, CO (2007).
- Law Clerk, Patrick, Miller & Kropf, P.C., Aspen, CO (2007).
- Intern, Rocky Mountain Land Use Institute, Denver CO (2008).
- Intern, Urban Transitions, LLC, Denver, CO (2007).

PROFESSIONAL AND COMMUNITY INVOLVEMENT:

- Chair, Pitkin County Planning and Zoning Commission (2013-2019).
- Board of Directors, Roaring Fork Conservancy, (2015-Present).
- Roaring Fork Leadership, Class of 2018.
- Commissioner, Town of Basalt, Planning and Zoning Commission (2012).
- Vice-Chair, Roaring Fork Conservancy – River Stewards Steering Committee (2011 – 2015).
- Member, Aspen Young Professional Association.
- Member, Pitkin County Bar Association and Colorado Bar Association.

BAR ADMISSIONS:

- Colorado (2008).
- U.S. District Court, District of Colorado (2009).

COMMUNITY LEADERSHIP:

- Presenter, Community Office of Resource Efficiency, Rain Barrel Workshop, June 5, 2017.
- Moderator, Roaring Fork Conservancy, “East Meets West: Colorado’s Water Future,” September 11, 2012.
- Presenter, Roaring Fork Watershed Collaborative, “Impact of the CRCA on the Roaring Fork River,” July 12, 2012.
- Presenter, Colorado River Conservation District – State of the River Meeting, “Instream Flow Leases,” May 10, 2012.
- University of Denver, Water Law Review, Volume 10, Issue 1 and Issue 2; Volume 11, Issue 1 and Issue 2.
- Western Water Law & Policy Reporter Vol. 11, No. 9 and No. 10



Jeffrey J. Conklin

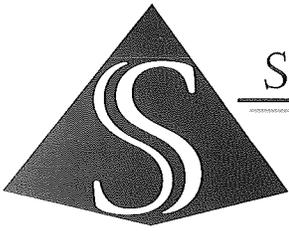
PRACTICE AREAS

- [Real Estate Law & Transactions](#)
- [Land Use](#)
- [Water](#)
- [Litigation and Appeals](#)
- [Community Association Law](#)
- [Municipal and Special District](#)
- [Business](#)

CONTACT JEFF

[Email](#)

[Download Vcard](#)



SAMSON
LAW FIRM

Telephone: (303) 776-1169

Fax: (303) 776-5444

samsonlongmontlaw.com
info@samsonlongmontlaw.com

December 1, 2021

Corinne Ferguson
corinne@townofpaonia.com

RE: Proposal for Town Attorney

Dear Ms. Ferguson:

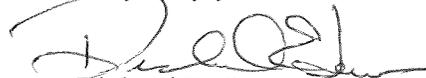
I am responding to the request for a written proposal for the position of Town Attorney for the Town of Paonia. Attached to this letter please find the following:

1. Specific responses to twelve questions in the Proposal Requirements.
2. A copy of my resume.

In addition to those documents, if the Board is interested in retaining me as the Town Attorney, I would certainly be willing to be retained as the Interim Town Attorney until the election in April 2022. That would give the Board and town staff four months to evaluate me and my work and determine if I should be appointed as the Town Attorney after the April 2022 election.

An additional consideration for the Board would be to consider having legal matters generally on the first or second meeting so that the attorney might not have attend both meetings. Not a requirement, simply a suggestion.

Very truly yours,



Richard E. Samson

RES/kp
Encl.

REQUEST FOR PROPOSAL – TOWN ATTORNEY

Richard E. Samson, Esq.

December 1, 2021

Page 1

1. I have practiced in the area of municipal law for over 30 years representing statutory towns on the front range and I am currently the City Attorney for Creede, Colorado.
 - a. **Municipal elections.** During those 30 years I have worked with all of the Town Clerks on municipal elections providing advice as requested and being available on election day to handle any concerns arise.
 - b. **Land use matters.** Most of the municipalities that I represented are in high growth areas in which we completed many annexations and many subdivisions; which included zoning issues. The developers that I worked with on behalf of the towns, ranged from small one and two lot builders to national organizations that would build out 200 and 300 lot subdivisions. I have a broad range of experience in real estate matters including but not limited to oil and gas issues, negotiating easements on behalf of the towns, enforcing easements on behalf of the towns and participating in eminent domain actions when necessary.
 - c. **Constitutional issues affecting municipalities.** In my experience these issues are rare and generally involve matters such as “takings issues” and land developments, churches and to a limited extent marijuana issues.
 - d. **Municipal finance.** I have had a close working relationship with the treasurers for all the communities that I represented. I do not practice in the area of bonds but have worked with a number of large firms that provide excellent municipal bond representation.
 - e. **Complex litigation/appellant practice.** I have successfully handled a number of land use matters in Weld County District Court and handled a number of successful appeals which are detailed on my attached resume. Due to the reduction in the size of my firm, I no longer do litigation but I have relationships with the number of excellent lawyers who do litigation on behalf of towns. I am able to provide technical support on all the litigation issues.
 - f. **The Board of Trustees.** One of my greatest strengths is advising the Board during board meetings. Issues can arise quickly from citizens, from staff members and from trustees that need to be addressed quickly and firmly and I have the experience to do that. I am a resource for individual trustees who have questions about the municipal process, conflicts of interest or perceived ethical issues.
 - g. **Town staff.** Being a municipal attorney is being part of a team of professionals all working for the betterment of the Town and providing responsive help to the citizens of the Town as requested.
 - h. **Municipal Areas in which I do not practice.** Although I have general knowledge regarding water, bonds, special districts and litigation, I do not practice in those areas.

2. Recent municipal clients within the past 5 years:

- a. Town of Mead (1991-2018)
- b. Town of Frederick (1990-2020)
- c. City of Creede current

REQUEST FOR PROPOSAL – TOWN ATTORNEY

Richard E. Samson, Esq.

December 1, 2021

Page 2

3. **Particular knowledge or experience.** Please see specific answers to the first question.
4. The normal hourly rate for municipal services is \$250 per hour.
5. I have a DISTINGUISHED rating from Martindale-Hubbell and would encourage you to look at my profile on their website particularly the last comment about my municipal experience. I have attached a current Resume in lieu of a biography.
6. I am a solo practitioner and there are no other attorneys in my office. I have never been subject to any disciplinary proceedings.
7. I am not aware of any potential conflicts of interest, particularly given the location of Paonia.
8. **References:**
 - a. Helen Migchelbrink, Mead Town Manager
 - b. Louis Fineberg, Creede City Manager.
 - c. Tony Carey, former Frederick Mayor
 - d. Clay Douglas, former Longmont City Attorney
 - e. Geoff Wilson, former Colorado Municipal League General Counsel
9. **Legal Fees.** As I set forth in number 4 above, the standard hourly rate for municipal clients is \$250 an hour. On occasion I utilize paralegals for some municipal work primarily in the area of land use and real estate. The paralegals are billed at \$150 an hour. If selected, I can assure you the hourly rates would not increase before January 1, 2024.
10. **Professional Liability Insurance.** I am insured by Berkley Insurance Company and have been insured by them or their predecessor for at least the last 10 years. I have \$1 million of coverage.
11. **Support services.** I have one paralegal who provides excellent support on land use matters on an as-needed basis. He has been with me 20 years, has a background as a city manager/town manager/planner and he has a degree in public administration.
12. The only way this position would work for me is if I could attend all meetings remotely. I am proficient in Zoom and have attended remote meetings for the past two years.

RICHARD E. SAMSON

717 Fifth Avenue, Longmont, CO 80501 • (303) 588.7503

rick@samsonlongmontlaw.com

www.samsonlongmontlaw.com

MUNICIPAL ATTORNEY

EXECUTIVE PROFILE

Accomplished attorney admitted to practice of law in the State of Colorado, the State of Kansas, the U.S. District Court of Colorado, the U.S. District Court of Kansas, and the 10th Circuit Court of Appeals, a member of the Colorado Bar Association, the Weld County Bar Association, the Boulder County Bar Association, the Boulder County Bar Foundation, the Kansas Bar Association, the Legal Aid Foundation and the Colorado Municipal League, who has expertise in all aspects of land use and development, contract negotiations and possesses a deep and clear understanding of government relations and public affairs strategic development.

SKILLS HIGHLIGHTS

- Expert knowledge of Municipal laws and practices
- Excellent verbal and written communication skills
- Contract negotiation
- Land Use, including annexations and subdivisions
- Economic Development
- Ability to adapt style to the audience
- Commitment to Integrity and Excellence

CURRENT PRINCIPAL PRACTICE AREAS

- Municipal Law
- Business Law
- Real Estate Law
- Probate
- Estate Planning

MUNICIPAL REPRESENTATIONS

- Town of Frederick
- Town of Lyons
- Town of Mead
- Town of Timnath
- Town of Wellington
- Town of Lochbuie
- City of Loveland – Employment Matter Special Council

EDUCATION

J.D. – Washburn University School of Law, Topeka, Kansas

B.A. – Bethany College, Lindsborg, Kansas

ELECTED OFFICE

Stevens County Attorney, Stevens County, Kansas (Two terms)

St. Vrain Valley Board of Education, (Colorado) (Two terms)

REPORTED CASES

Gale Reese vs. Gas Engineering and Construction and Home Insurance Company,
548 P.2nd, 746 (KS Sup.Ct.);

Town of Lyons vs. Bashor, 867 P.2nd, 159 (Colo. App.);

Colorado Manufactured Housing Association, et al vs. The Town of Frederick, et al,
977 F.Supp. 1080, d. Colo;

Minch vs. Town of Mead, 957, P.2d 1054 (Colo. App.);

Town of Frederick vs. North American Resource Company, 60 P.3rd, 578 (Colo. App.);

Town of Erie vs. Town of Frederick, 251 P.3d 500 (Colo.App.Div. 1).

AWARDS

Boulder County Bar Association

Ron Porter Community Service Award

Partners of Boulder County, Inc.

Lee Shepard Memorial Volunteer of the Year Award

Longmont Twin Peaks Rotary Club

Larry Nelson Community Service Award

4 Way Test Award

CURRENT CIVIC INVOLVEMENT

Member, Board of Directors, Front Range Community College Foundation

Member, Board of Directors, Longmont Twin Peaks Rotary Club

PAST CIVIC INVOLVEMENT

Member, Board of Directors, Bethany College, Lindsborg, KS

Elected member of the St. Vrain Valley Board of Education

Board Member and Vice-President of Partners, Inc. (national organization)

Board Member, Assistant Secretary and Counsel to the Longmont Foundation

Partners of Boulder County, Inc. Past President

Longmont Area Chamber of Commerce, Past Chair

Longmont Twin Peaks Rotary Club, Past President

Habitat for Humanity of the St. Vrain Valley Community Development Committee

RICHARD E. SAMSON

717 Fifth Avenue, Longmont, CO 80501 • (303) 588.7503

rick@samsonlongmontlaw.com

www.samsonlongmontlaw.com

MUNICIPAL ATTORNEY

MILITARY SERVICE

Captain – U.S. Army



**LAW OF THE
ROCKIES**

Proposal for Legal Services

Town of Paonia

Law of the Rockies
525 North Main St.
Gunnison, Colorado 81230
(970) 641-1903
<http://www.lawoftherockies.com>
December 7, 2021

December 7, 2021

Town of Paonia
corinne@townofpaonia.com

Re: Proposal for Legal Services

Dear Town of Paonia:

On behalf of Law of the Rockies (the “Firm”), we are pleased to submit our proposal to provide general counsel legal services to the Town of Paonia (“Paonia”). We are excited about the opportunity to bring our many years of local government, non-profit, and corporate legal counsel experience to the task of providing comprehensive and cost-effective legal services to Paonia. We are confident that the Firm is well suited to this role, and appreciate the opportunity to tell you more about our firm and what we can provide.

We anticipate that Daniel Spivey and Marcus Lock would perform the majority of the legal services for Paonia, with Daniel serving as the Firm’s primary contact. Daniel joined the Firm about one year ago after practicing for over 10 years at two prominent Denver law firms where he specialized in defending public entities and businesses in litigation and advising public entities as general outside counsel. Marcus has been practicing for 20 years and his additional years of experience and Daniel’s lower hourly rate will allow us to tailor the allocation of workload in the best interest of Paonia. The Firm would also have at its disposal two additional attorneys, Kendall Burgemeister and Jacob With, both Members of the Firm with many years of experience serving clients in and around Gunnison County and statewide. With four attorneys with over 50 years of collective practice experience and support staff including a paralegal and office administrator, the Firm is well positioned to effectively serve Paonia. Following the below responses to each item in the request for proposal are biographies for Daniel and Marcus.

This proposal is organized by items listed in the request for proposal:

- 1. Describe your experience with municipal law generally and specifically speak to your experience with regard to municipal elections, municipal land use regulations, real property matters generally, zoning law, constitutional issues (state and federal) affecting municipalities, municipal finance, complex litigation, appellate practice and any other areas you believe are relevant to the Town’s decision.*

Daniel brings with him experience providing outside general counsel services and serving as litigation counsel to some of Colorado’s largest school districts including Denver Public Schools and Cherry Creek School District, and Colorado mountain school districts including Telluride School District, Garfield School District Re-2, and Roaring Fork School District. Daniel’s experience includes advising other public entities such as water and sanitation districts and special districts and he routinely attends public entity Board meetings and advises Boards on matters involving governance, procedure, employees, contracts, and disputes.

Daniel defends public entities in litigation involving constitutional issues such as due process, discrimination, retaliation, and free speech. Daniel has appeared in numerous cases in state and federal trial and appellate courts representing public entities in lawsuits involving constitutional violations, statutory violations, tort claims, contract claims, and employment claims. Daniel has broad experience with the Colorado Governmental Immunity Act and Colorado law on open records and open meetings. He has appeared numerous times on behalf of public entities before the Colorado Civil Rights Division and the U.S. Equal Employment Opportunity Commission. Daniel's experience includes bringing claims against public entities in cases involving constitutional issues and land use decisions. His substantial experience representing public entities coupled with his experience being adverse to public entities provides him with a well-rounded understanding of the legal disputes public entities often encounter.

Daniel has been lead counsel or co-lead counsel representing public entities in complex litigation in state and federal trial and appellate courts. His experience defending public entities in complex litigation includes class action claims, multi-party claims, claims involving cutting edge areas of free speech law, and high-profile cases involving claims of sexual discrimination under Title IX, race/age/sex discrimination under Title VII, disability discrimination under the Americans with Disabilities Act, and public contracts.

Outside of litigation, Daniel advises public entities on general day-to-day issues such as employment, compliance, contracts, risk management, and policy. Daniel also sat on the Gunnison County Planning Commission for two years gaining valuable insight into the governmental role in land use decisions.

The Firm currently provides general counsel legal services to many local government entities and special districts including the Mt. Crested Butte Water & Sanitation District, Baca Grande Water & Sanitation District, Pagosa Area Water & Sanitation District, the Upper Arkansas Water Conservancy District, and Crested Butte South Metropolitan District. We also serve as conflicts counsel for the City of Gunnison. Our work for local government entities includes advising them through the statutory process for regular and special elections including ballot issues and election of board members.

We provide general counsel legal services to a number of private local businesses and property owners associations, which provides us with experience in matters that are similar to those that Paonia encounters, such as employment, real estate, contract, working with other local government entities, and general business matters.

The Firm has broad experience working with municipalities and counties on issues involving ordinances/regulations, land use, and litigation. At times, this work is cooperative such as working as co-defendants in lawsuits, working toward gaining approval for client development projects, or navigating municipal codes or county land use regulations with the advice of local government officials. At times, our work is in opposition to municipalities and counties. We understand the legal issues Paonia faces and are experienced in addressing them.

The Firm's largest practice areas are real property law, general civil litigation, water law, land use planning, and public entity and local government representation. The Firm enjoys a

robust and comprehensive real property law practice. We routinely advise our public and private clients in all aspects of the purchase and sale of real property, liens, and foreclosures, financing transactions, easement negotiations and enforcement, and development and land use review. Relatedly, we have represented property owners, governments, lenders, architects, and builders in various construction matters, from contract drafting and negotiation to dispute resolution.

We routinely negotiate, draft, and review contracts of all types for our public and private clients, including agreements for the purchase and sale of real estate, businesses, and other assets; employment and independent contractor agreements; financing documents; partnership agreements; bylaws; intergovernmental agreements; service contracts; and leases.

We advise employers on diverse employment law issues, including wage act claims, workers' compensation claims, discrimination and retaliation claims, employee benefits, employee policies, employment agreements, separation with employees, resolution of employee complaints, compliance with state and federal law, and COVID-19 related employment issues.

The Firm has provided legal services to lenders and borrowers both. Specifically, the Firm represents multiple banks, and both public and private debtors. The Firm has assisted clients in multiple public financing transactions and countless private debt arrangements.

When our clients encounter disputes, our goal is to find a resolution before a lawsuit is filed that is cost-effective and meets our client's goals. However, if litigation cannot be avoided, we have substantial experience litigating a variety of cases in state and federal courts including contract, employment, real estate, tort, and constitutional claims. With our broad litigation experience, we are prepared to represent clients through all phases of a lawsuit including trial and appeal. We also have significant experience representing clients in administrative proceedings with state and federal authorities.

We also enjoy a statewide water law practice. We regularly represent water users in due diligence investigations and negotiations for the purchase of water rights, including the purchase of water rights for the purpose of changing the use to include municipal uses. We assist public and private clients in developing, maintaining, and protecting their water rights portfolios.

2. *Provide a list of other municipal clients with whom you have worked in the past five years.*

The Firm has worked for, cooperatively with, or against the following municipal clients within the past five years: City of Gunnison, Town of Crested Butte, Town of Mt. Crested Butte, and the Firm acts as general counsel for the Town of Marble.

3. *Describe any knowledge or experience that makes you particularly qualified for the position.*

As described in response to question 1 above, Daniel, Marcus, and the Firm's experience and breadth of knowledge regarding legal issues public entities such as Paonia encounter make us particularly qualified for this position.

4. *The Town is soliciting talent and expertise first and foremost. While cost to the Town is important, the selection will not be based solely on cost. Please detail and explain your required fees to perform the requested services.*

The Firm generally bills for professional services on an hourly basis and we propose an hourly rate structure for Paonia. A proposed rate schedule is provided below. However, the Firm does perform certain services for a flat fee, and is willing to consider a flat fee or blended fee agreement if that is of interest to Paonia. By way of example, the Firm has one local government client that pays a flat fee for general counsel legal services (attending meetings, drafting resolutions, etc.) and an hourly fee for discrete matters (specific litigation cases, specific large transactions). We would not require a retainer from Paonia.

We propose to provide legal services to Paonia at our hourly rates for 2022, as shown in the following table. We will not increase the rates shown below before January 1, 2024.

Attorney/Staff	2022 Rate
Daniel Spivey	\$275
Marcus Lock	\$295
Kendall Burgemeister	\$285
Jacob With	\$285
Associates	\$225
Contract Attorneys	\$245
Paralegal	\$95

The Firm generally seeks reimbursement for discrete expenses incurred while performing services on behalf of a client. Mileage is reimbursed at the prevailing IRS rate (but as explained below, our investment in technology means we can perform Paonia’s legal services from anywhere). Postage is reimbursed at cost when documents are transmitted on behalf of a client. We prefer to transmit as much correspondence as possible electronically. We do not seek reimbursement for long-distance phone calls, but reserve the right to seek reimbursement when we coordinate a conference call through our fee-based teleconferencing or video conferencing services. We generally do not seek reimbursement for photocopying, but for particularly large, color print jobs, we have the ability to ascertain our cost and reserve the right to pass that on to the client (the cost is far less than what would be charged by a print shop). We do not charge a legal research fee when we use our research subscriptions to provide convenient access to common materials, such as statute books, but reserve the right to seek reimbursement of the cost when these databases are used for large client-specific legal research projects or to obtain specialized materials on behalf of a client.

5. *Provide your Martindale-Hubbell rating and a biography.*

Daniel’s and Marcus’s biographies are attached at the end of this proposal.

6. *Please provide a list of all attorneys in the firm who might provide services under this proposal and list any disciplinary proceedings against them.*

Daniel would provide the majority of the services with Marcus supporting. Kendall and Jacob would also assist at times when there is need for additional support or their expertise. None of these lawyers have faced any disciplinary proceedings.

7. *Please disclose any potential conflicts of interest.*

We are unaware of any potential conflicts of interest.

8. *Please provide a minimum of three client references.*

Ronnie Benson, District Manager, Crested Butte South Metropolitan District, 970-349-5480, ronnie@cbsouthmetro.net.

Mike Fabbre, District Manager, Mt. Crested Butte Water & Sanitation District, 970-349-7575, mfabbre@mcbwsd.com.

JoAnn Slivka, District Manager, Baca Grande Water and Sanitation District, 719-256-4310, joann@bacawater.com.

Jerome DeHerrera, former General Counsel for Denver Public Schools (reference for Daniel Spivey), Achieve Law Group, 303-725-2769, jd@achivelawgroup.com.

9. *If you propose to bill for services at an hourly rate or a monthly fee, provide the current hourly/monthly rate for each lawyer and for each employee of your firm who may work on Town matters. State specifically whether you will work on a fixed fee basis and, if so, how you propose that such a fee be determined. State specifically that if you are the successful candidate and if your fee will be based on hourly rates that you will not increase for Town matters before January 1, 2024.*

See response to number 4 above.

10. *Please provide the name of your professional liability insurance carrier and the limits of your professional liability insurance.*

Our professional liability insurance carrier is Medmarc Casualty Insurance Company and the limit of our insurance is \$1,000,000 for each claim and \$2,000,000 aggregate.

11. *Describe the support services you would receive from your firm if selected.*

The Firm has four full time attorneys, one full-time office manager, one full-time paralegal, and a part-time bookkeeper. We work as a team and each member of the Firm provides support when needed. We have the resources to respond promptly to any and all requests for legal advice. Indeed, our responsiveness, together with the high standards we place on our work product, are points of pride here at the Firm. With the combination of attorneys that

would perform services for Paonia, we are confident that the Firm will be able to provide continuous coverage even in the absence of a particular attorney.

The Firm has made a substantial investment in its technological resources to ensure that we can provide our clients with timely and accurate legal advice anytime and anywhere. Through the use of a remotely accessible server, laptops, and hand-held mobile devices, the Firm's attorneys have constant access to client communications, legal research, and electronic documents. The Firm maintains comprehensive subscriptions with the leading legal research databases, providing the attorneys with access to up-to-date case law, statutes, and regulations from all state and federal jurisdictions, as well as other secondary research materials. The Firm's utilization of technology to deliver fast and competent legal services is second to none.

12. *Specify availability and preferences for in person or remote attendance.*

Our location in Gunnison enables us to travel to Paonia for meetings or other matters where our physical presence is needed at a low cost and on short notice. While we can travel to Paonia when needed and on short notice, our technological resources allow us to meet Paonia's legal needs from Gunnison. Daniel does not have a preference for in person or remote attendance, but would accommodate the preference of Paonia and work with it to determine the best and most cost effective method of attending meetings.

Conclusion

Our approach in representing our clients is to be candid, practical, effective, and efficient. We strive to find creative solutions to complex problems and deliver timely and effective results that satisfy our clients' goals. We have developed strong relationships with our clients and value those relationships. In short, we like what we do and work hard to do a good job at it. Through careful legal analysis, thoughtfulness, and attention to detail, we try always to exceed our clients' expectations. As general counsel for Paonia, we would make it our priority to understand Paonia's short and long term goals and always strive to meet those goals, while managing the day-to-day work of meeting Paonia's legal needs.

If there is any other information that you would like us to provide, please let us know. Thank you for your consideration of this proposal. You can reach us at 970-641-1903 or at dspivey@lawoftherockies.com and mlock@lawoftherockies.com.

Sincerely,

Handwritten signatures of Daniel P. Spivey and Marcus J. Lock. The signature on the left is 'DLS' with a stylized flourish underneath. The signature on the right is 'M Lock' with a long horizontal flourish extending to the right.

Daniel P. Spivey
Marcus J. Lock
LAW OF THE ROCKIES

Daniel P. Spivey

Legal Experience:

Law of the Rockies, LLC January 2021–Present

Special Counsel

- Advise public entities, individuals, and businesses regarding dispute resolution, real estate/land use matters, policy, contracts, corporate governance, and employment matters.
- Represent individuals and businesses in civil litigation including real estate, land use, contract, tort, and construction claims.
- Represent individuals and businesses in business transactions.
- Advise community associations regarding statutory requirements and real estate matters.

Semple, Farrington, Everall & Case, P.C. 2016–2017/2018–2021

Denver, Colorado/Crested Butte, Colorado

Special Counsel

- Represent Colorado school districts/school boards, and special districts in employment, civil rights, discrimination, free speech, retaliation, Title IX, and contract litigation in state and federal courts and before the Colorado Civil Rights Division and the EEOC.
- Advise Colorado school districts, school boards, and special districts on a variety of legal issues including employment, contracts, open meetings and records laws, the Colorado Governmental Immunity Act, legislation, policies and procedures, Title IX, FERPA, free speech, and employee and student discipline.
- Conduct internal investigations for clients involving employee and employer conduct.

Davis Graham & Stubbs LLP 2009–2016

Denver, Colorado

Associate Attorney

- Broad range of civil litigation in state and federal courts at the trial and appellate levels, including: contract and tort claims; insurance coverage claims; oil and gas related claims; claims involving state and federal environmental laws; and trademark claims. Experience with all stages of litigation including: drafting pleadings/motions/briefs; fact investigation; mediation; settlement negotiations; managing discovery; interviewing witnesses; preparing fact and expert witnesses for depositions and trial; taking and defending depositions; hearings; and trial.
- General legal advisor to school districts, charter schools, and higher education institutions and advised these clients regarding: employment issues; student discipline; contracts; FERPA; Title IX; policy; legislation; and compliance with federal and state law.

Massachusetts Office of the Attorney General September 2008–May 2009

Boston, Massachusetts

Extern

- Boston College Law School Attorney General Program – eight-month externship designed for third-year law students to gain civil litigation experience.

Colorado Attorney General's Office
Denver, Colorado

June 2007–August 2007

- Research legal issues involving Colorado state agencies.

Education:

Boston College Law School
Newton, Massachusetts
Juris Doctor

2006–2009

Activities: Massachusetts Office of the Attorney General - Extern; Latino Law Students Association – Diversity Chair; Grimes Moot Court Competition

Colorado College

2001–2005

Colorado Springs, Colorado

Bachelor of Arts, History, with Honors

Activities: Awarded Public Interest Fellowship at Bell Policy Center in Denver after graduation

Professional Awards, Activities and Memberships:

Planning Commission, Gunnison County, Alternate Commissioner, 2018–2019

President, Colorado Hispanic Bar Association, 2015

Mentor, Law School Yes We Can, 2015–2017

Recipient, Team of the Year Award, Colorado Lawyers Committee, 2011

- For representing Colorado school districts pro bono in landmark public school funding lawsuit *Lobato v. State*

Colorado Bar Association, Appellate Pro Bono Program, 2011–2013

Fellow, Bell Policy Center, 2005–2006

- Public policy research to advance economic mobility in Colorado

Colorado Bar Association

Colorado 7th Judicial District Bar Association

Admissions:

All County, District, and Appellate Courts of the State of Colorado

United States District Court for the District of Colorado

United States Court of Appeals for the Tenth Circuit

Professional Presentations:

Regulation of Off-Campus Student Speech in the Social Media Age, December 2020, Colorado Council of School Board Attorneys, Denver, Colorado

A Roadmap to Defending School Districts in Title IX Disputes, National School Boards Association, Council of School Attorneys (paper only), March 2017, Denver, Colorado

Bound and Determined: Does an Insurance Agent's Knowledge of Claim Constitute Notice to the Insurer, American Bar Association, Tort & Insurance Practice, Feb. 2014, Phoenix, Arizona

Marcus J. Lock

Legal Experience:

Law of the Rockies, LLC (and predecessor firms) 2007–Present
Managing Member

- Acts as general counsel for various businesses, public entities, and nonprofits providing advice on liability issues, insurance, transactions, real estate, corporate governance, and related matters.
- Extensive real estate development experience in the Gunnison Valley, serving as the lead development attorney for multiple projects located in various local jurisdictions.
- Serves as general or special counsel for multiple public entities including municipalities, special districts, and water conservancy districts.
- Represents businesses and individuals in all aspects and types of civil litigation, including complex commercial litigation, real property litigation, construction litigation, and litigation concerning various other tort and contract disputes.
- Provides representation in all aspects of water rights litigation, water rights transactions, water supply planning, changes of water rights, implementation of exchanges, development of augmentation plans, and related matters.
- Substantial experience in all aspects of community association law including governance, enforcement matters, and general advice.
- Excels at finding creative solutions to complex problems and helping clients understand and evaluate the likelihood of possible outcomes, all with a focus on obtaining the best possible result for the client.

Reilly Pozner & Connelly, LLC 2004–2007
Denver, Colorado
Attorney

- Represented clients in all aspects and types of civil, criminal, and administrative litigation, including complex commercial litigation, real property litigation, franchise disputes, trade secrets litigation, professional malpractice litigation, bar admission and disciplinary litigation, and litigation concerning various other tort and contract disputes.
- Primarily responsible for much of the firm’s recruiting of new and summer associates.
- Spearheaded firm’s participation in Colorado Pledge To Diversity and other efforts to increase hiring and retention of minority candidates.
- Responsible for drafting new protocols for file management and retention, new fee agreements, and other related documents necessary to comply with ethical mandates of the Colorado Supreme Court.
- Acted regularly as a consultant to management on compliance with the Colorado Rules of Professional Conduct.

Bratton & McClow, LLC 2003–2004
Gunnison, Colorado
Attorney

- Represented clients in commercial and construction litigation, real property litigation, appellate litigation, water rights litigation, water rights transactions, acquisition and sale of real property, commercial transactions, and business formation and planning.

United States District Court for the District of Colorado 2002–2003
Denver, Colorado

Law Clerk to the Honorable Zita L. Weinshienk

- Drafted opinions, orders, and jury instructions pertaining to various areas of the law for Judge Weinshienk’s consideration and approval.
- Assisted in the management and adjudication of trials, motions for summary judgment, motions to dismiss, and various other procedural and substantive pleadings and motions.
- Responsible for the administration of a docket of approximately 150 cases.

Colorado Supreme Court 2001–2002
Denver, Colorado

Law Clerk to the Honorable Nancy E. Rice

- Drafted opinions of the Colorado Supreme Court pertaining to civil, criminal, constitutional, and many other areas of the law for Justice Rice’s consideration and approval.
- Drafted multiple memoranda analyzing whether the Colorado Supreme Court should grant certiorari review in cases or issues decided by the Colorado Court of Appeals or Colorado District Courts.

Holland and Hart, LLP May 2000–August 2000
Denver, Colorado
Summer Associate

- Drafted briefs, motions, memoranda, correspondence, and articles, primarily in the areas of natural resources law, administrative law, real property law, and general civil litigation.

Arizona Game and Fish Department January 1997–May 1997
Phoenix, Arizona

Assistant Legislative Liaison (Lobbyist)

- Acted as a legislative proponent of departmental policies by analyzing, introducing, supporting, or opposing legislation in the Arizona State Legislature.

Legal Education:

University of Colorado School of Law 1998–2001
Boulder, Colorado

Juris Doctor

Class Rank: 1

Grade Point Average: 3.88

Scholarships and Honors: Order of the Coif; Don W. Sears Award, 2000-2001; West Group Outstanding Scholastic Achievement Award (for highest grade point average in class), 1998-

2001; Leon and Dora Wolf Scholarship, 2000-2001; Thomas and Claire Brown Scholarship, 2000-2001; Francis J. Knauss and Gurr Knauss Scholarship, 1999-2000; Bernard J. Seeman Scholarship, 1998-1999.

Activities: University of Colorado Law Review, Articles Editor 2000-2001, Member 1999-2000.

Undergraduate Education:

Arizona State University 1994 – 1997
Tempe, Arizona
Bachelor of Science, Wildlife Conservation Biology, *summa cum laude*
Honors: Dean’s Honor Roll, Golden Key National Honor Society
Activities: Society for Conservation Biology

Professional Awards, Activities and Memberships:

Fellow, Litigation Counsel of America	2016–Present
Top rated General Litigation attorney in Colorado by Super Lawyers Magazine	2016–Present
KBUT Community Radio Board Member	2015–2017
Barrister’s Best Water Lawyer, Law Week Colorado	2016
Law Week Colorado, Lawyer of the Year	2014
Colorado Lawyers’ Committee, Special Recognition Award	2013–2015
Colorado Super Lawyers, Rising Star	2009–2015
Supreme Court Pattern Civil Jury Instructions Committee	2012–2016
Colorado Bar Association Ethics Committee, Member	2007–2011
Colorado Bar Association	
Seventh Judicial District Bar Association	

Bar Admissions:

All County, District, and Appellate Courts of the State of Colorado
United States District Court for the District of Colorado
Arizona Superior Court, County of Maricopa (*Pro Hac Vice*)
United States District Court for the District of New Jersey (*Pro Hac Vice*)

Publications:

Increasing Access to Justice for Colorado’s Poor: Expanding the Role of Nonlawyers in the Delivery of Legal Services to Colorado’s Indigent, 72 Colo. L. Rev. 459 (2001).

Braving The Waters of Supreme Court Takings Jurisprudence: Will the Fifth Amendment Protect Western Water Rights From Federal Environmental Regulations, 4 U. Denv. Water L. Rev. 76 (2000).

Professional Lectures:

Water Transfers Nuts & Bolts, Case Studies & More
CLE International’s 4th Annual Conference
Beaver Creek, Colorado, 2013

Water Rights Case Law: An Update
Western State Colorado University
Gunnison, Colorado, 2013

Understanding the Scope of Ditch and Pipeline Easements
CLE in Colorado, Inc., Sponsored by the Colorado Supreme Court and the Colorado Bar Association
Denver, Colorado, 2013

Water Law 101: The Basic Principles of Colorado Water Law
Colorado Open Space Alliance Annual Conference
Crested Butte, Colorado 2013

Storage Rights Water Law
Ditch and Reservoir Company Alliance, Annual Convention
Colorado Springs, Colorado, 2012

Staying in the Current: Developments and Trends in Colorado Water Law
(with Kendall K. Burgemeister)
36th Annual Colorado Water Workshop
Gunnison, Colorado, 2011

Water Law 101
(with Kendall K. Burgemeister)
Colorado Water Trust, Water on the Land Workshops
Various Locations, 2010-2011

Colorado Water Law in the 21st Century
(with Kendall K. Burgemeister)
Crestone, Colorado, 2010

Character and Fitness in the Bar Admission Process
(with Larry S. Pozner)
University of Colorado School of Law
Boulder, Colorado, 2006

Professional Statement:

Throughout my career, I have focused on identifying, and implementing, creative and innovative solutions to complex disputes. I am not intimidated by new areas of the law or issues of first impression, and instead, welcome the opportunity to use hard work and careful research to solve a new problem. I enjoy working with my clients, and I recognize that they are a valuable member of our team.

Personal:

Devoted father, loving husband, avid cook, obsessive disc golfer, and amateur triathlete.



Nicolas D. Cotton-Baez
(315) 276-9312 tel
(303) 298-1627 fax
nick@kellypc.com

December 7, 2021

Corinne Ferguson, Town Administrator
Town of Paonia
Attn: Town Clerk's Office
214 Grand Avenue
PO Box 460
Paonia, CO 81428

Re: Proposal for Town Attorney Services

Dear Ms. Ferguson:

Thank you for the opportunity to submit our firm's proposal to provide Town Attorney services to the Town of Paonia. The enclosed proposal provides detailed information about our firm and proposes hourly rates for attorney services.

By way of summary, our proposal is that Nick Cotton-Baez serve as the attorney responsible for coordinating all legal services pursuant to the engagement. Melinda Culley would assist and serve as substitute in case of Mr. Cotton-Baez's absence. Kathleen Kelly would assist with matters as needed.

Our firm received notice of Paonia's Request for Proposals from Sam Light, CIRSA General Counsel. Mr. Light is a former Partner of our firm, and supervised Mr. Cotton-Baez's work until his departure from the firm to serve in his current role. Mr. Light is included among our firm's references in Section D of the enclosed proposal.

Mr. Cotton-Baez has experience representing municipalities located in the mountains. He has represented the Town of Dillon, in Summit County, since 2018. A primary focus of Mr. Cotton-Baez's representation of Dillon has been assisting the Town in developing and implementing policy solutions related to economic development and vitality, affordable housing, and recreation-activity crowd pressures. Additionally, Mr. Cotton-Baez serves as prosecutor for the Town of Kremmling. Mr. Cotton-Baez would tailor his representation of the Town of Paonia to the Town's specific needs.

Kelly PC

999 18th Street, Suite 1450, Denver, CO 80202

Regarding the firm more generally, for the past 30 years our practice has been devoted to local government law. We are currently City or Town Attorney for Louisville, Bennett, Dacono, Dillon, Haxtun, Jamestown, Keenesburg, Kremmling, Sedgwick, Ward and Wiggins.

As noted in the enclosed proposal, fees billed to the Town would be \$195 per hour for all attorney work. We understand the budgetary concerns of public entities, and we are committed to providing the highest quality legal services at a reasonable cost. Our firm's experience with municipal issues allows our attorneys to provide advice without spending much time on legal research. Our goal in providing day-to-day advice is to avoid litigation and big disputes that would cost the Town. We are also committed to avoiding attorney-driven approaches that would cause our clients to incur large bills.

While our firm is located in Denver, our attorneys have the capability to attend meetings by telephone or video conference. Mr. Cotton-Baez has attended several client board and council meetings remotely since the onset of the COVID-19 pandemic. The firm and our clients have found Mr. Cotton-Baez's remote attendance at meetings to work well. Mr. Cotton-Baez is also willing to attend meetings in-person when needed.

Again, thank you for your consideration of our proposal. If you have any questions, please contact us.

Sincerely,

KELLY PC

By: /s/ Nick Cotton-Baez
Nick Cotton-Baez

Kelly PC

999 18th Street, Suite 1450, Denver, CO 80202

PROPOSAL FOR TOWN ATTORNEY LEGAL SERVICES

TO

THE TOWN OF PAONIA

December 7, 2021

Submitted by

Kelly PC

Kathleen M. Kelly

Melinda A. Culley

Nicolas D. Cotton-Baez

999 18th Street, Suite 1450, Denver, CO

Tel. (303) 298-1601

Fax (303) 298-1627

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A. GENERAL INFORMATION:

The following provides a brief summary of the information contained in this Proposal regarding our firm. Other sections of this Proposal provide additional details concerning our background, experience, and qualifications.

1. Principals' names, firm, address, and telephone and facsimile numbers:

Kathleen M. Kelly
Melinda A. Culley
Kelly PC
101 University Boulevard, Suite 210
Denver, CO 80206
Tel. (303) 298-1601
Fax (303) 298-1627

2. Services and Methods of Approach. We are a full-service municipal law firm. We have a unique combination of experience to appreciate the legal issues affecting municipalities in the context of decisions and challenges facing municipalities.

It is our proposal that Nick Cotton-Baez serve as the attorney responsible for coordinating all legal services pursuant to the engagement. Melinda Culley would assist and serve as substitute in case of Mr. Cotton-Baez's absence. Ms. Kelly would assist with matters as needed.

In the event that a member of the attorney team is unable to perform legal services for the Town, we will replace the person with someone of similar qualifications, and will provide you with the attorney's qualifications. We understand that replacement will be subject to approval by the Town after any investigation deemed appropriate.

We are qualified and able to provide the full range of services required by the Town of Paonia, including representation of the Town Board, boards and commissions, department heads and employees.

3. Attorneys' lengths of time practicing law in Colorado, date of admission to the Colorado bar and continuing education training:

Nicolas D. Cotton-Baez:	Partner with 5 years practicing law in Colorado, admitted to Colorado bar in 2016
Melinda A. Culley:	Partner with 15 years practicing law in Colorado, admitted to Colorado bar in 2006
Kathleen M. Kelly:	Partner with 24 years practicing law in Colorado, admitted to Colorado bar in 1997

Resumes for Mr. Cotton-Baez, Ms. Culley, and Ms. Kelly are attached in Section F of this Proposal. All of the attorneys in the firm are licensed and in good standing in the state of Colorado. There are no disciplinary proceedings against any attorneys of our firm.

In the past year, all attorneys have attended practice-relevant continuing legal education programs, including but not limited to land use and municipal law seminars. Further, attorneys in the firm are frequent presenters in the area of municipal law and able to provide appropriate and cost-effective training to Town officials and staff on municipal law. Further continuing legal education information is available if desired.

Our firm and its attorneys have not pursued a Martindale Hubbell rating.

4. **Professional Liability Insurance.** Our firm carries professional liability insurance through QBE Corporation, with limits of \$2,000,000 per claim and \$2,000,000 policy aggregate and a \$10,000 deductible. The firm has never had any claims made against it.

5. **Potential conflicts of interest.** We do not have any business relationships with any elected Town official, members of any boards or commissions, or staff members. We do not represent developers, businesses, citizens, or other private entities; our practice is exclusively limited to representing municipalities and other public entities. Therefore, we do not have any conflicts of interest that would hamper our representation of the Town of Paonia and do not foresee any such conflicts. Of course, in the event any conflict arose, we would act in accordance with the Rules of Professional Conduct governing lawyers.

In Section B, we have noted the municipal clients with whom we have an ongoing relationship, or for which we have performed work in the last five years. We do not foresee any conflicts of interest in the future between our current clients and the Town of Paonia.

6. **Existing Workload and Schedule.** As a full-service municipal law firm, we do not foresee any difficulties in adding Paonia as a client and adding any legal work for Paonia to our current workload. With three attorneys available, we will be able to balance our workload to best meet the needs of all of our clients. Should the need arise, the firm would hire a qualified associate to assist with added workload.

Nick Cotton-Baez is available to attend regular meetings of the Town Board on the second and fourth Tuesdays of each month. Mr. Cotton-Baez also has availability to attend meetings with the Board of Adjustment and Appeals, Planning Zoning Commission, Department Heads, and other meetings as necessary.

Because our firm is located in Denver, Mr. Cotton-Baez's preference would be to attend meetings remotely, with occasional attendance in person.

B. BACKGROUND AND QUALIFICATIONS OF THE FIRM:

The firm began as Griffiths & Tanoue, P.C. in 1987, founded by former CML General Counsel Susan Griffiths and CML Staff Attorney Tami Tanoue. From the beginning, the focus of the firm’s practice has been on municipal, county and special district law, and governmental liability and insurance law. The firm represents primarily the following: individual local governments, including cities and towns (both statutory and home rule), counties, and special districts; local government officials; and associations of local governments.

Sample clients of the firm have included or do include (entities in bold-face indicate ongoing relationships or work within the last five years):

- Archuleta County
- City of Arvada
- City of Aurora
- Town of Avon
- Town of Bennett**
- City and County of Broomfield**
- Town of Castle Rock**
- Colorado Intergovernmental Risk Sharing Agency (CIRSA)**
- Colorado Municipal League**
- City of Colorado Springs
- County Workers’ Compensation Pool**
- County Health Pool**
- County Special Districts Property and Liability Pool**
- County Technical Services**
- City of Dacono**
- Town of Deer Trail**
- City and County of Denver
- Denver Regional Council of Governments (DRCOG)**
- City of Edgewater
- Town of Estes Park**
- City of Federal Heights
- Town of Firestone**
- Town of Fleming
- City of Fort Collins
- City of Fort Morgan
- City of Glendale
- Town of Grand Lake
- Town of Haxtun**
- Town of Jamestown**
- Town of Keenesburg**
- Town of Kremmling**
- City of Lakewood
- City of Louisville**
- City of Loveland
- City of Manitou Springs**
- Town of Milliken
- Town of Monument
- Northern Colorado School Districts Self-Insurance Pools
- City of Northglenn
- City of Westminster**
- Town of Otis
- Town of Parker**
- Town of Sedgwick**
- Special Districts Association**
- Town of Telluride
- City of Thornton
- Town of Ward**
- Town of Wiggins**
- City of Wray

C. LOCAL GOVERNMENT EXPERIENCE:

Our firm has substantial experience in representing local governments, individually and collectively. We have experience and expertise in numerous local government issues, including elections, land use, personnel, recall, open meetings, public records, investment, budget, liability, sales, use, and other taxes, air and water quality, transportation, public construction and financing, liquor and beer licensing, special districts, the Fair Labor Standards Act, and the Americans with Disabilities Act.

We are sensitive to the budgetary concerns of public entities and work with them to provide high quality legal services in a cost-effective manner. The firm's work includes representing:

- **Municipalities and other local governments.** We provide general and special counsel services to municipalities and other local governments, their governing bodies and staffs, and have provided special counsel services to the State of Colorado. We are currently City or Town Attorney for Bennett, Dacono, Dillon, Haxtun, Jamestown, Keenesburg, Kremmling, Louisville, Sedgwick, Ward and Wiggins.
- **Intergovernmental entities.** We form and represent entities established by intergovernmental agreement and provide services similar to those described above for non-profit associations. We currently serve as legal counsel to the following intergovernmental entities: County Health Pool, County Workers' Compensation Pool, Colorado Counties Casualty and Property Pool, and Denver Regional Council of Governments (DRCOG).

Some examples of specific substantive work and experience include:

- **Problem solving:** Have substantial experience in working with diverse government officials and private and other public interests to resolve, in a positive manner, issues of mutual concern.
- **Ordinance and resolution drafting:** Draft ordinances and resolutions on numerous issues including animal control, excavation permits, utility shutoff, traffic regulations, liens for unpaid bills, petty offenses and misdemeanors, sales and use taxes, conflicts of interest, land use matters including rezonings, various licensing regulations, including amusements, liquor and medical and retail marijuana, and weeds, rubbish and trash.
- **Personnel:** Provide advice on methods of avoiding wrongful discharge claims; assist defense counsel in employment litigation in federal and state courts; draft and revise local government personnel manuals and various personnel documents and procedures; advise clients on avoiding discrimination and sexual harassment claims; review contracts for required compliance language; provide advice on validation of employee testing procedures.

- **Elections:** Assist municipal clerks and governing bodies in their responsibilities in recall, initiative and referendum, TABOR, and other special and regular elections; act as hearing officer or advisor to hearing officer in quasi-judicial matters in relation to petition protests and other election-related contests.
- **Real property, condemnation, franchises, easements and rights-of-way:** Negotiate and complete real estate purchases and sales; draft, negotiate, and obtain permanent and temporary easements and rights-of-way; negotiate franchise fees and right-of-way issues in connection with utility franchise agreements; review deeds and related documents in connection with various local government actions (subdivisions, annexations, property transfers). We are familiar with eminent domain law and are able to represent the client in such proceedings or work with selected special counsel.
- **Litigation:** Coordinate our work as general counsel with insurance defense counsel or other litigation counsel (on non-insured matters), with respect to pending or threatened litigation. We occasionally represent clients in uncovered litigation matters such as C.R.C.P. 106(a)(4) and declaratory judgment actions; however, our primary work is coordinating with outside counsel on defense of litigation. Mr. Cotton-Baez recently successfully represented a municipal client in complex litigation before the Colorado Public Utilities Commission.
- **Land use:** Provide advice and representation in zoning, rezoning, and subdivision matters; prepare and negotiate subdivision agreements; draft zoning ordinances and zoning amendments; draft intergovernmental land use agreements; provide advice on building code issues.
- **Construction contracts:** Review or draft bid and contract documents for compliance with applicable laws; draft contractor indemnification clauses; provide advice on street, sidewalk, building, and other construction contracts.
- **Special districts:** Provide representation in special district exclusion, inclusion, and dissolution proceedings; review proposed service plans and advise local government elected officials in connection with the formation of new special districts.
- **Finance:** Provide advice on taxing powers; serve as hearing officer in sales and use tax and other excise tax appeals; draft tax ordinances; draft legal explanation in publication regarding taxes available to Colorado municipalities; provide advice on budget and audit requirements; draft revisions to home rule charters on tax, finance and investment matters; and provide advice on statutory investment limitations.
- **Police and fire:** Negotiate, review, and comment on proposed intergovernmental agreements with other jurisdictional authorities; provide advice to police departments on matters of concern.

- **Property taxes:** Provide advice on property tax exemption, abatement and refund issues; advise and draft enactments relating to imposition of property taxes.
- **Prosecution:** Prosecute ordinance and model traffic code violations.
- **Architectural/engineering contracts:** Review and comment on engineering contracts for street, water treatment, drainage, and other public improvements; review and comment on hold harmless and indemnification provisions of various engineering contracts.
- **Hearings:** Advise decision makers in employee hearings; advise clerks on recall, initiative, and referendum petition hearings; prosecute or provide advice to local boards and commissions on liquor and marijuana licensing, rezoning, subdivision and other land use matters, and special assessment hearings; represent planning commissions and boards of adjustment; serve as hearing officer in sales, use and other excise tax appeals; appear before state agencies during state administrative hearings; serve as hearing officer in sales, use and other excise tax appeals, personnel issues, and election issues.
- **Liquor licensing:** Provide representation on liquor license issues, including grants and denials of licenses, suspensions, revocations, and renewals.
- **Medical and retail marijuana licensing and cultivation:** Provide representation on licensing issues for medical and retail marijuana establishments, including grants and denials of licenses, suspensions, revocations, and renewals. We have also prepared ordinances prohibiting such businesses and ordinances regulating the personal cultivation of marijuana in residential settings.
- **Open Records/Meetings Act:** Provide advice on state and federal open records and meetings issues. Provide advice to or serve as parliamentarian in governing board and commission meetings.
- **Bankruptcy:** Prepare documents for bankruptcy court to protect local government financial interests; review contracts and procedures for means to avoid problems created by bankruptcy.
- **Water law:** Provide various water-related services including enforcement of water service regulations and rates; termination of water services; drafting of water service ordinances and related documents; and advice in construction of water facilities. We have a general knowledge of water law, and can knowledgeably oversee the work of water lawyers.
- **Urban Renewal:** We are familiar with the Colorado Urban Renewal Law and Mr. Cotton-Baez serves as counsel to two urban renewal authorities. While Paonia does not have an Urban Renewal Authority, Mr. Cotton-Baez's experience representing such authorities adds to his value in representing municipalities on issues related to economic development and vitality.

D. SELECTED FIRM PUBLIC ENTITY CLIENT REFERENCES:

You are, of course, welcome to contact any of our present or former clients for comments concerning the quality of our work. You may particularly wish to contact the references listed below. Each of the references is a current client of the firm, except Sam Light. Sam Light is a former Partner of the firm, and supervised Nick Cotton-Baez's work until his departure to serve as General Counsel for CIRSA.

Colorado Intergovernmental Risk Sharing Agency

Sam Light, General Counsel
3665 Cherry Creek Drive North
Denver, CO 80209
saml@cirsa.org
(720) 605-8002

Town of Dillon

Nathan Johnson, Town Manager
725 Lake Dillon Drive
P.O. Box 8
Dillon, CO 80435
(970) 262-3402
njohnson@townofdillon.com

City of Dacono

AJ Euckert, City Manager
512 Cherry Street, Box 186
Dacono, CO 80514
(303) 833-5562 x 134
aeuckert@cityofdacono.com

City of Louisville

Megan Davis, Interim City Manager
749 Main Street
Louisville, CO 80027
(303) 335-4539
mdavis@louisvilleco.gov

E. SCHEDULE OF FEES AND CHARGES:

It is our proposal that Nick Cotton-Baez serve as the attorney responsible for coordinating all legal services pursuant to the engagement. Melinda Culley would assist and serve as substitute in case of Mr. Cotton-Baez's absence. Melinda Culley and Kathleen Kelly would assist with matters as needed. The proposed principal attorney pursuant to this engagement will not be changed without prior approval by the Paonia Town Board.

We propose to bill for legal services at the rate of \$195 per hour for all attorney work. We will commit to, and will not raise, the foregoing rate before January 1, 2024. Our firm does not employ legal assistants or other support staff, and we will not charge Paonia for non-attorney services. We would be happy to discuss other fee options upon request.

We understand the budgetary concerns of municipal governments, and we are committed to providing the highest quality legal services at a reasonable cost. Our firm's experience with municipal issues allows our attorneys to provide advice without spending much time on legal research. Our goal in providing day-to-day advice is to avoid litigation and big disputes that would cost the Town. We are also committed to avoiding attorney-driven approaches that would cause our clients to incur large bills.

The following expenses would be billed separately: mileage (at current IRS rate) for both ways of travel; and attorney travel time is billed at regular hourly rates for one-way only. We have the capability to attend meetings by telephone or video conference in order to assist in reducing costs. Mr. Cotton-Baez has attended several client board and council meetings remotely since the onset of the COVID-19 pandemic. The firm and its clients have found Mr. Cotton-Baez's remote attendance at meetings to work well.

Bills are provided monthly, detailing the time and services performed. We can accommodate special billing formats upon request, including billing formats that the Town may desire for purposes of reimbursement of legal costs from third parties.

We understand the need to work within a budget and cooperate closely with our clients to manage legal work and maintain control of legal costs, which may include periodic reviews of bills and services, identifying and limiting those who may request legal services, and other mutually agreeable management procedures and practices.

We understand that the Town reserves the right to obtain legal services from other attorneys when the Town in its sole discretion believes the use of another law firm would be in the best interests of the Town. As we serve as general counsel for a number of municipalities, we are experienced in both managing and coordinating our services with other counsel, such as water attorneys or insurance defense attorneys, to provide the best services to our clients.

F. BIOGRAPHICAL SUMMARIES: The following are the biographical summaries for the partners and associates of the firm:

NICOLAS D. COTTON-BAEZ

Education

2016 J.D., Indiana University Maurer School of Law
Sherman Minton Moot Court Competition

2013 B.A., State University of New York at Potsdam
Summa Cum Laude, with honors

Bar Admissions

2016 Colorado

Legal Employment

2017 to Present **Kelly PC.** Emphasis on all aspects of local government representation, including Open Records and Open Meetings Law, TABOR, the Colorado Governmental Immunity Act, land use and zoning, and election law.

2016 to 2017 **Legal Fellow, Denver City Attorney’s Office.** Emphasis on all aspects of local government representation, including land use and zoning, tax, and litigation.

Summer 2015 **Legal Intern, Office of the Indiana Attorney General – Civil Litigation Department.** Drafted legal memoranda on issues of constitutional law; drafted various court documents in defense of state officials.

Professional Organizations

Colorado and Denver Bar Associations

Presentations

“Law School for Clerks,” 41st Annual Municipal Clerks Institute (July 11, 2018)

“Colorado Open Meetings Law for Elected Officials,” Colorado Municipal League Annual Conference (June 18, 2019)

Publications

“Intergovernmental Agreements,” *Colorado Municipalities*, a Colorado Municipal League Publication (2017)

MELINDA A. CULLEY

Education

2006 J.D., University of Colorado School of Law
Gorsuch Kirgis Law Scholarship, 2003
Colorado Journal for International Environmental Law and Policy

2002 B.A., Environmental Science, University of Kansas
Graduation with Highest Distinction
Phi Beta Kappa Honor Society, 2002.

Bar Admissions

2006 Colorado

Legal Employment

2008 to present **Kelly PC.** Emphasis on all aspects of local government representation.

2006 to 2008 **Associate, Faber Bantz P.C.** Represented clients in business development, international mergers and acquisitions, strategic tax planning, and estate planning.

2005 to 2006 **Legal Intern, Scott Krob, Attorney at Law.** Researched and drafted legal memoranda on issues of municipal law, including the Colorado Governmental Immunity Act, election law and contract law.

Summer 2005 **Legal Intern, U.S. Environmental Protection Agency – Region VII.** Drafted compliance orders, complaints and settlement agreements; researched issues related to the Clean Water Act, Superfund liability and environmental crimes.

Summer 2004 **Legal Intern, City of Wichita Department of Law.** Provided legal research and writing on aspects of local government law.

Professional Organizations

Colorado and Denver Bar Associations, Metro City Attorney Association

Presentations

First Amendment Issues for Municipalities, presented at Colorado Municipal League Annual Conference, June 20, 2014.

KATHLEEN M. KELLY

Education

- 1997 J.D., University of Denver College of Law
Law Scholarship, 1993-97
Tenth Circuit Survey Editor, Denver University Law Review, 1996-97
Research and Technical Editor, Denver University Law Review, 1995-96
- 1993 B.S.B.A., University of Phoenix

Bar Admissions

- 1997 Colorado

Legal Employment

- 1998 to present **Kelly PC.** Emphasis on all aspects of local government, including municipal court prosecution.
- 1994 to 1996 **Colorado Municipal League.** Provided legal research and writing to the Executive Director, General Counsel, Staff Attorney and lobbyists on all aspects of local government law. Worked as the direct liaison between member municipal officials and the League for legal research inquiries on all aspects of local government law. Authored, edited and updated CML publications.

Professional Organizations

American, Colorado and Denver Bar Associations; Metro City Attorneys Association

Publications

- “Municipal Law and Practice,” 1A Krendl, Colorado Methods of Practice (1998 to present).
- CIRSA Public Officials Liability Handbook (1999 and 2007).
- Liquor and Beer Licensing Law and Practice (1998).
- CML Open Meetings, Open Records: Colorado’s Sunshine Laws and Municipal Government (1998).
- Note from the Editor, Twenty-Third Annual Tenth Circuit Survey, 74 Denv. U. L. Rev. 335 (1997).
- Twenty-Second Annual Tenth Circuit Survey: Immigration Law, 73 Denv. U. L. Rev. 787 (1996).
- CML Municipal Sales and Use Taxes (1996).

December 9, 2021

Via Email: corinne@townofpaonia.com

Town of Paonia
c/o Corinne Ferguson,
Town Administrator

**RE: Town of Paonia
Request for Proposal, Town Attorney**

Dear Ms. Ferguson:

Otis & Bedingfield, LLC (“O&B”) is a focused on providing the highest quality legal services to our clients. I was excited to learn of the opportunity to submit a proposal for the Town Attorney position for the Town of Paonia (the “Town”) and am eager for the opportunity to bring our legal services to the Town.

Please accept this Letter of Interest as a response to the request for proposal for Town of Paonia for the position of Town Attorney (the “RFP”), submitted on behalf of Otis & Bedingfield. We strive to provide the highest quality legal services with an emphasis on:

- Real estate, land use, environmental law
- Oil & gas
- Business law
- Municipal law
- Tax
- Employment law
- Civil litigation

Our firm’s attorneys are recognized leaders in these industries. We would be honored for the opportunity to advocate on behalf of the Town. If you have follow up questions or would like additional documentation, please do not hesitate to contact me directly.

Sincerely,
Otis & Bedingfield, LLC



James B. Godbold
Attorney at Law

**OTIS & BEDINGFIELD, LLC
RESPONSE TO REQUEST FOR PROPOSAL
TOWN OF PAONIA, TOWN ATTORNEY**

Firm Information

- Otis & Bedingfield, LLC (EIN – 46-3835206)
 - 1812 56th Ave, Greeley, CO 80634
 - 2725 Rocky Mountain Ave., Suite 320, Loveland, CO 80538
 - Phone – (970) 330-6700

- Principal Officers
 - Tim Brynteson, Managing Partner
 - Fred Otis, Partner
 - John Kolanz, Partner
 - Lia Szasz, Partner
 - Corey Moore, Partner

- Proposal Contact Information
 - James Godbold
2725 Rocky Mountain Ave., Suite 320
Loveland, CO 80538
Tel: (970) 330-6700
Email: jgodbold@nocoattorneys.com

- Principal Town Attorney – James Godbold

- Offices That Will Support Contract Legal Services
 - Greeley Office – 1812 56th Ave., Greeley, CO 80634
 - Loveland Office – 2725 Rocky Mountain Ave., Suite 320, Loveland, CO 80538

Legal Services Information

- Several attorneys for Otis & Bedingfield have been providing legal services to municipalities for the last 5 years, and the firm has a history of providing municipal services in Northern Colorado.
- Staff Service Information – Otis & Bedingfield utilizes a significant support staff, including:
 - A firm administrator
 - 4 paralegals
 - 2 legal assistants
 - 2 administrative assistants

- Attorneys
 - Tim Brynteson, Managing Partner (Business Law; Estate Planning; Tax Law)
 - Fred Otis, Partner (Real Estate Law)
 - John Kolanz, Partner (Environmental Law)
 - Lia Szasz, Partner (Litigation; Municipal Law)
 - Corey Moore, Partner (Business Law; Estate Planning)
 - Jeff Bedingfield, Of Counsel (Business Law)
 - Mike Stewart, Of Counsel (Business Law; Real Estate Law)
 - James Godbold, Senior Associate (Municipal Law; Oil & Gas; Business Law; Real Estate Law)
 - Lee Morehead, Associate (Litigation)
 - Stacey Shea, Associate (Real Estate)
 - Danielle Palardy, Associate (Litigation)

- Awards & Honors
 - Individual Attorney Recognition
 - Fred Otis – AV Preeminent by Martindale Hubbell Peer Review Ratings
 - Jeff Bedingfield – BV Distinguished by Martindale Hubbell Peer Review Ratings
 - Lia Szasz – Best Lawyers, Ones to Watch (2021)
 - James Godbold - BV Distinguished by Martindale Hubbell Peer Review Ratings; Rising Star, Colorado Super Lawyers Magazine (2020); Rising Star, Indiana Super Lawyers Magazine (2013-2019)

Background of the Firm

- Otis & Bedingfield is a full-service law firm serving clients in the Northern Colorado region. The firm currently provides legal services to the Town of Pierce and the Town of Garden City. In addition, the firm routinely provides legal services to the City of Greeley or various departments for the City of Greeley, but is not retained under a contracted legal services agreement with the City of Greeley.

- The primary attorney for will be James Godbold.
 - James Godbold graduated *cum laude* from Indiana University – Robert McKinney School of Law in 2008. Since 2008, his practice has focused on civil litigation, municipal litigation, municipal law, business and contracts, real estate, and oil & gas law. Mr. Godbold is a member of the Colorado Municipal League. He is licensed in good standing with the Colorado Supreme Court, with no record of public discipline or malpractice claims.

- Otis & Bedingfield believes a collaborative, team approach is the key to providing the highest quality legal services. In addition to the services provided by Mr. Godbold, attorneys within our firm offer extensive experience and competency in the following areas:
 - Environmental law;
 - Tax;
 - Real Estate;
 - Employment law;
 - Business law; and
 - Civil litigation.

As part of our team-based approach, the Town of Paonia would have access to a broad spectrum of competencies within a single firm and provided through direct points of contact to the rest of the firm.

Additional Information

- Otis & Bedingfield is available and prepared to immediately undertake representation of the Town of Paonia. As the primary contact attorney, Mr. Godbold is available to regularly attend Board of Trustee meetings, as well as necessary Board of Adjustment and Appeals, Planning & Zoning Commission, staff meetings, and other meetings as necessary. Mr. Godbold would primarily attend meetings remotely, but is available to schedule in person attendance as necessary.
- Mr. Godbold is currently the Town Attorney for the Town of Pierce and the Town of Garden City.
- Client References:
 - Town of Pierce – Nansi Crom, Mayor - (970) 834-2851
 - Town of Pierce – Kristina Duran, Town Clerk – (970) 834-2851
 - Town of Garden City – Filbert Archuleta, Mayor – (970) 324-6651
- Fees and Billing Schedule:
 - Mr. Godbold will provide hourly services at the rate of \$275.00/hr. In addition, paralegal services are provided at the rate of \$135.00/hr.
 - In the event additional attorneys at the firm provide contract legal services, these services would be subject to the following rates:
 - Fred Otis - \$350.00/hr.
 - Jeff Bedingfield - \$350.00/hr.
 - Tim Brynteson - \$325.00/hr.
 - Mike Stewart - \$325.00/hr.
 - John Kolanz - \$310.00/hr.
 - Corey Moore - \$275.00/hr.
 - Stacey Shea - \$225.00/hr.

- Danielle Palardy - \$175.00/hr.
 - Monthly All-Inclusive Retainer – Otis & Bedingfield is willing to provide its contract legal services using a monthly retainer amount. Otis & Bedingfield is open to negotiating this amount, but example proposals would include the following:
 - \$4,500 per month, which retainer shall be compensation for up to 20 billable hours per month. Additional time would be compensated at the rates set forth above.
 - \$2,500 per month, which retainer shall be compensation for up to 20 billable hours per month. Additional time would be compensated at the rates set forth above.
- Workload Information
 - Mr. Godbold’s current workload would allow him to prioritize the Town of Paonia as a client. He would be available for all Regular Meetings of the Board of Trustees, any special meetings, and any necessary department or committee meetings. Mr. Godbold will be available to respond to all inquiries in under 24 hours.
- Professional Liability Insurance Carrier
 - New York Marine and General Insurance Company
 - 59 Maiden Ln. 27th Floor
New York, NY 10038-4647
 - Available Limits:
 - \$3,000,000.00 Each Claim
 - \$3,000,000.00 Aggregate

	Board Consideration of Pedestrian Bridge Engineering Proposals		
<p>Summary: Attached are two proposals received for the engineering of the Riverpark trail extension pedestrian bridge as solicited as a pass-through entity and participating property owner for The Nature Connection.</p>			
<p>Notes: LINK to Pedestrian Bridge RFP: Two proposals were received: https://library.municode.com/co/paonia/munidocs/munidocs?nodeId=424c0b5aa72bd</p> <p>SGM Engineering Odisea Engineering</p> <p>The Nature Connection review and recommendation is included in the packet.</p> <p>Staff opinion is that both firms present well-executed proposals. SGM includes additional information and costs outside the scope of the first phase of the project, increasing cost projections significantly.</p> <p>Following discussion with Ben Graves with The Nature Connection, staff recommends, should the Board decide to award a proposal, that it be contingent upon additional funding sources as provided by The Nature Connection.</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2nd: _____ vote: _____</p>			
Vote:	Trustee Bear	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	Trustee Pattison	Mayor Bachran:



118 West Sixth Street, Suite 200
Glenwood Springs, CO 81601
970.945.1004 | www.sgm-inc.com

Town of Paonia
214 Grand Avenue / P.O. Box 460
Paonia, CO 81428

ENGINEERING SERVICES
Pedestrian and Bicycle Bridge over the
North Fork of the Gunnison River

214
9.24


Town of Paonia



in connection with



COST Proposal

Professional Engineering Services

for the

Pedestrian and Bicycle Bridge
*over the North Fork of the Gunnison River connecting
the Paonia K8 Campus with the Paonia Library*

November 4, 2021





PROJECT: NF GUNNISON PED/BIKE BRIDGE
 CLIENT: TOWN OF PAONIA

ESTIMATED BY: MLF/MCF
 DATE: 11/3/2021
 REVISION: 1.2

SGM Hours and Labor Charges						
No.	Code	Personnel Description	Name	Rate	Hours	Salary Labor
1	PIC	Principal-In-Charge	Brandyn Bair	\$172.00	5	\$860.00
2	PM	Project Manager	Mark Frymoyer	\$156.00	143	\$22,308.00
3	LBE	Lead Bridge Engineer	Marijean Frymoyer	\$156.00	148	\$23,088.00
4	BD	Bridge Designer	Chad George	\$112.00	282	\$31,584.00
5	LRE	Lead Roadway Engineer	Ron Nies	\$172.00	32	\$5,504.00
6	RD	Roadway Designer	Ashley Cline	\$127.00	86	\$10,922.00
7	LES	Lead Environ. Specialist	Eric Petterson	\$165.00	28	\$4,620.00
8	ES	Environmental Specialist	Rachel Kattnig	\$107.00	6	\$642.00
9	LHE	Lead Hydraulic Engineer	Jevon Poston	\$172.00	61	\$10,492.00
10	HE	Hydraulics Design Engr	Ryan Stowe	\$112.00	104	\$11,648.00
					Subtotal	895 \$121,668.00

Subconsultants				
No.	Code	Description	Name	Total Cost
1	SUR	Survey	Wilmore & Company	\$5,300.00
2	ARCH	Archaeological Study	Alpine Archaeological Consultants	\$2,600.00
3	GEO	Geotechnical	Cesare, Inc.	\$8,800.00
4	LA	Rendering/Landscape	DHM Design	\$6,200.00
				Subtotal \$22,900.00

Cost Breakdown by Phase		
Phase		Total Cost
1.0	Project Management & Meetings	\$20,491.00
2.0	Survey and Mapping	\$5,300.00
3.0	Alternatives Study	\$41,780.00
4.0	30% Design	\$14,594.00
5.0	90% Design	\$48,785.00
6.0	100% Design	\$13,618.00
		Subtotal \$144,568.00
Other Direct Costs		\$1,054.00

TOTAL COST	\$145,622.00
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NF GUNNISON PED/BIKE BRIDGE		SCHEDULE OF FEES											SGM		SUB COSTS			
PHASES AND TASKS		SGM PERSONNEL HOURS										SGM		SUB COSTS				
		PIC	PM	LE	BD	LE	RD	LES	ES	LHE	HE	Subtotal of Hours	Design Cost	SUR	ARCH	GEO	LA	
1.0 Project Management & Meetings																		
1.1	Project Management (6 hrs/mo. x 10 mo.)	5	60									65	\$10,220					
1.2	Meetings																	
	Project Kickoff Meeting		5	2		2		2			2	13	\$2,110					
	Bridge Alternatives Meeting (Video Conf)		2	2							4	\$624						
	30% Design Review Meeting (Video Conf)		2	2							4	\$624						
	90% Design Review Meeting (Video Conf)		2	2							4	\$624						
	100% Design Review Meeting (Video Conf)		2	2							4	\$624						
	Monthly Status Meeting W/ Town (Video Conf)		10	10		5		5		5	35	\$5,685						
	Subtotal: Phase 1	6	83	20		7		7		7	129	\$20,491						
2.0 Survey and Mapping																		
2.1	Field Work											0	\$0	\$3,200				
	Boundary Survey											0	\$0					
	Topo Lot 6 and Adjacent Properties											0	\$0					
	Locate Utilities and Wetlands											0	\$0					
	River Cross Sections											0	\$0					
2.2	Office											0	\$0	\$1,500				
	Prep for Stakeout Coordinates											0	\$0					
	Plat Drafting Base Map											0	\$0					
	Cross Section Drafting											0	\$0					
	Utility Locate Requests											0	\$0					
	Basemap Updates As Needed											0	\$0					
2.3	Deliverables											0	\$0	\$600				
	Base Map (electronic file)											0	\$0					
	Subtotal: Phase 2													\$5,300				
3.0 Alternatives Study																		
3.1	Preliminary Structural Engineering and Cost			12	8							20	\$2,768					
3.2	Preliminary Layouts of Alternatives			8	30							38	\$4,608					
3.3	Preliminary Civil Engineering (Align./Prof.)					1	8					9	\$1,188					
3.4	Preliminary Hydraulics and Scour Design									20	40	60	\$7,920					
3.5	Site Evaluation and Wetlands Delineation									6		6	\$642					
3.6	Deliverables											0	\$0					
	Bridge Alternatives Memo (Incl Square Foot Cost)			16	4							20	\$2,944					
	Visuals/Renderings											0	\$0				\$6,200	
	Preliminary Hydraulics Report									20	40	60	\$7,920					
	Preliminary Geotechnical Report											0	\$0				\$6,600	
	Preliminary Wetlands Delineation Report									6		6	\$990					
	Subtotal: Phase 3			36	42	1	8	6	6	40	80	219	\$28,980			\$6,600	\$6,200	
4.0 30% Design																		
4.1	Trail Design and Development					1	8					9	\$1,188					
4.2	Preliminary Bridge Design			4	20							24	\$2,864					
4.3	Utility Coordination			2				4				6	\$820					
4.4	QA/QC			4			8					12	\$2,000					
4.8	Deliverables											0	\$0					
	30% Plans			5	20		10					35	\$4,290					
	30% Quantities			2	8		4					14	\$1,716					
	30% Opinion of Probable Cost			2	8		4					14	\$1,716					
	Subtotal: Phase 4			19	56	9	30					114	\$14,594					
5.0 90% Design																		
5.1	Update PS&E and Reports from 30% Review			1	8	1	2					12	\$1,478					
5.2	Trail Design and Development					1	8					9	\$1,188					
5.3	Final Hydraulics Design and Scour Design									6	12	18	\$2,376					
5.4	Final Bridge Design			5	40							45	\$5,260					
5.5	Utility Coordination			10			4					14	\$2,068					
5.6	QA/QC			8		8						16	\$2,624					
5.7	Deliverables											0	\$0					
	90% Plans			12	80		10					102	\$12,102					
	90% Project Special Provisions			20	10							30	\$4,680					
	90% Engineer's Opinion of Probable Cost			4	2	10	4					20	\$2,564					
	90% Quantities			4	2	10	4					20	\$2,564					
	Final Geotech Report											0	\$0				\$2,200	
	Final Wetlands Delineation Report									6		6	\$990					
	Final Hydraulics Report									6	12	18	\$2,376					
	USACE Pre-Construction Notification (PCN)							5				5	\$825				\$2,600	
	30% Submittal Comment Responses			10	2		2			2		18	\$2,890					
	Subtotal: Phase 5			38	52	148	12	32	13	14	24	333	\$43,985			\$2,600	\$2,200	
6.0 100% Design																		
6.1	Update PS&E and Reports from 90% Review			1	8	1	4					14	\$1,732					
6.2	QA/QC			8		2						10	\$1,592					
6.3	Deliverables											0	\$0					
	Final Plans			4	20		4					28	\$3,372					
	Final Project Special Provisions			4	2							6	\$936					
	Final Engineer's Opinion of Probable Cost			4	2	4	4					14	\$1,892					
	Final Bid Tabulation			4	2	4	4					14	\$1,892					
	90% Comment Resolution Form			10	2					2		14	\$2,202					
	Subtotal: Phase 6			22	21	36	3	16	2			100	\$13,618					
TOTAL: Phases 1 - 6		5	143	148	282	32	86	28	6	61	104	895	\$121,668	\$5,300	\$2,600	\$8,800	\$6,200	



PROJECT: N.F. Gunnison Ped/Bike Bridge
CLIENT: Town of Paonia

ESTIMATED BY: M.L. Frymoyer
DATE: 11/3/2021
REVISION: 0.0

Estimated -- Optional Cost Breakdown by Task

Project Task	Base Cost
Community Engagement Meeting	\$ 1,032
Grant Support	\$ 1,404
Landscape Conceptual Plan	\$ 4,620
Additional Geotechnical Mobilization and Report Update	\$ 5,300
Trail/Design Engineering Beyond 50 Feet From Northwest Abutment	\$ 6,000
Bridge Superstructure Engineering	\$ 28,080
FEMA Map Revisions: CLOMR/LOMR	\$ 30,000
Threatened and Endangered Species Assessment	\$ 3,995



**FEE SCHEDULE 2021
HOURLY RATE**

PRINCIPAL ENGINEER.....	\$199.00
SENIOR ENGINEER III.....	\$183.00
SENIOR ENGINEER II.....	\$172.00
SENIOR ENGINEER I.....	\$156.00
ENGINEER IV.....	\$142.00
ENGINEER III.....	\$127.00
ENGINEER II.....	\$112.00
ENGINEER I.....	\$96.00
SENIOR PROJECT MANAGER.....	\$143.00
PROJECT MANAGER.....	\$133.00
PRINCIPAL CONSULTANT.....	\$199.00
SENIOR CONSULTANT II.....	\$160.00
SENIOR CONSULTANT I.....	\$138.00
CONSULTANT III.....	\$119.00
CONSULTANT II.....	\$104.00
CONSULTANT I.....	\$93.00
TECHNICIAN III.....	\$80.00
TECHNICIAN II.....	\$68.00
TECHNICIAN I.....	\$58.00
CLERICAL.....	\$74.00
SENIOR CADD/GIS.....	\$133.00
CADD/GIS III.....	\$114.00
CADD/GIS II.....	\$104.00
CADD/GIS I.....	\$85.00
CONSTRUCTION MANAGER.....	\$125.00
CONSTRUCTION TECHNICIAN II.....	\$114.00
CONSTRUCTION TECHNICIAN I.....	\$104.00
SURVEY MANAGER.....	\$160.00
LAND SURVEYOR.....	\$131.00
SURVEY PROJECT MANAGER.....	\$112.00
SURVEY TECHNICIAN.....	\$96.00
FIELD SURVEY (1-Man Crew).....	\$150.00
FIELD SURVEY (2-Man Crew).....	\$200.00
EXPERT TESTIMONY.....	\$338.00

REIMBURSABLES

<u>Equipment</u>	<u>Rate</u>
Vehicle Mileage.....	Current IRS Standard Mileage Rate
ATV / Snowmobile.....	\$125.00/day
UTV.....	\$250.00/day
Flow Tote.....	\$125.00/day
<u>Reproduction</u>	
Black & White Plots.....	\$ 5.50/sheet
Mylar Plots.....	\$19.00/sheet
Color Plots.....	\$30.00/sheet
Photocopies.....	\$ 0.25/page

Miscellaneous

10% will be added to all direct expenses, including FedEx, special delivery and courier charges, special consultants, subcontractors, laboratory tests, airfare, lodging, meals, car rental, telephone, outside printing expense, etc. **Interest of 1.5% per month will be charged for invoices past 30 days.**

Town of Paonia



4. Digital files will include report pdf, XLS survey data, and GIS and/or CAD files for bridge design and maps.

BID PROPOSAL FORM **ENGINEERING SERVICES**

Proposal of SGM Date: 10.25.2021
(Name of Company)

Address: 118 W. 6th St., Suite 200, Glenwood Springs, CO 81601

Phone: 970.945.1004 Contact Person: Brandyn Bair, PE, CWP

Fax: 970.945.5948 E-Mail: brandynb@sgm-inc.com

(Hereinafter called "BIDDER"), organized and existing under the laws of the State of Colorado doing business as: S-Corporation
(Sole Proprietor, Partnership, Corporation, etc.)

Town of Paonia, State of Colorado shall be hereafter called "Town."

By submission of this BID, each party to it certifies as to his organization that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

In compliance with your Advertisement for Bids, BIDDER hereby proposes the following bid for all labor, materials, tools, equipment, and professional services for engineering services for the construction of the pedestrian and bicycle bridge, from 4th St. near the Paonia Library across the North Fork of the Gunnison River in Paonia, CO.

PRICE: Bidder acknowledges that he has familiarized himself with the Bid Documents, and schedules affecting the cost. With knowledge of the above documents and conditions, the Bidder agrees to perform the work described in the RFP, and Exhibits "A", attached hereto and

TOTAL COST: LUMP SUM BID TO COMPLETE THE PROJECT, AS DESCRIBED IN THIS RFP:

§ \$145,622.00

Office: 970-527-4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460

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BID PROPOSAL FORM [cont.]

ENGINEERING SERVICES

PROJECT SCHEDULE:

- **HOW SOON CAN BIDDER BEGIN THE PROJECT AFTER NOTICE OF AWARD?** within one week of notice of award.
- **PROJECTED LENGTH OF TIME TO COMPLETE THE PROJECT?**
approximately 12 - 14 months.

BIDDER:

Name of Company: SGM

Signature of Bidder: 

Title: Principal-in-Charge

E-mail: brandynb@sgm-inc.com

STATEMENT OF QUALIFICATIONS:

(To be completed by both bidder/contractor and any proposed sub-contractors)

The information from the questions below will be used to evaluate the ability of the Bidder to supply products and perform the *WORK/SERVICES* bidder wishes to provide Town of Paonia. Office: 970-527- 4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460

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Town of Paonia



Answer all **applicable** questions, clearly, and comprehensively. Separate sheets may be attached to include a further explanation or to include additional information.

1. Name of Bidder: Schmueser, Gordon, Meyer Inc. DBA SGM
2. Address: 118 W. 6th St., Suite 200, Glenwood Springs, CO 81601
3. Phone: 970.945.1004 Fax: 970.945.5948
4. E-mail: brandynb@sgm-inc.com Web: https://www.sgm-inc.com/
5. Doing business as: SGM
(SOLE PROPRIETOR, PARTNERSHIP, CORPORATION, ETC.)
6. How long have you been engaged in this type of business under your present firm or trade name? 35 Years.
7. What is the character of most of the work performed by your Company?
Please see "Firm Profile" section in the proposal.

8. List and describe the background and experience of the key personnel who will be assigned to this project.
Please see "Firm Personnel and Credentials" section of our proposal.

9. The state with specificity projects of a similar nature performed by you or your company, within the past eighteen (18) months.
Pitkin County Open Space & Trails, Aspen Airport Business Center - to Brush Creek Park & Ride Trail Feasibility Study, US 40 West Trail Connection in Steamboat, and Centennial Parkway Bridge Rehabilitation in Rifle, CO

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Town of Paonia



10. Provide names and addresses of references that could be contacted concerning your recent work.

Craig Spaulding - City of Rifle, 970.665. 6556 / 202 Railroad Ave. Rifle, CO 81650

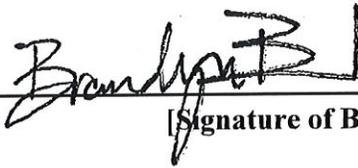
Gary Tennenbaum - Pitkin County Open Space and Trails, 970.920.5355 / 530 E Main St, Aspen, CO 81611

GR Fielding - Pitkin County, 970.920.5206 / 76 Service Center Rd, Aspen, CO 81611

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish information requested by the Town of Paonia to verify the information and data provided by the Bidder in this Statement of Bidder's Qualifications.

Dated this 25th day of October, 2021

Bidder: SGM
[Company Name]

By: 
[Signature of Bidder]

Brandyn Bair, PE, CWP
[Print Name]

Title: Principal-in-Charge

**NOTIFICATION OF IMMIGRATION COMPLIANCE REQUIREMENTS
CERTIFICATION BY CONTRACTOR
RE: ILLEGAL ALIENS
PROJECT NAME:
ENGINEERING SERVICES
PEDESTRIAN and BICYCLE BRIDGE
over the North Fork of the Gunnison River**

Office: 970-527- 4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460
www.townofpaonia.com

Town of Paonia



connecting the Paonia K8 Campus with the Paonia Library [2021-RFP-02]

Date: 11/2/2021

SGM, ("Contractor" herein) acknowledges that Contractor has been notified of the immigration compliance requirements of C.R.S. § 8-17.5-101, *ET. Seq.* (House Bill 06-1343), and hereby **CERTIFIES** that Contractor understands the following:

ILLEGAL ALIEN: If Contractor/Consultant has any employees or subcontractors, Contractor/Consultant shall comply with § 8-17.5-101 C.R.S., *et seq.*, regarding Illegal Aliens Public Contracts for Services, and this Contract. By execution of this Contract, Contractor/Consultant certifies that it does not knowingly employ or contract with an illegal alien who will perform work under this Contract and that Contractor/Consultant will participate in either the E-Verify Program or Department Program to confirm the eligibility of all employees who are newly hired for employment to perform work under this Contract.

Contractor/Consultant here also certifies that:

1. The Contractor/Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Contract; or
2. Enter into a contract with a subcontractor that fails to certify to the Contractor/Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract;
3. The Contractor/Consultant has confirmed the employment eligibility of all employees who are newly hired for employment to perform Work under this Contract through participation in either the E-Verify Program or Department Program. If the Contractor is not accepted into the E-Verify Program or Department Program before entering into a public contract for services, that the Contractor shall apply to participate in the E-Verify Program or Department Program every three months until the Contractor is accepted or the public contract for services has been completed, whichever is earlier. This provision shall not be required or effective in a public contract for services if the E-Verify Program or Department Program is discontinued;
4. The Contractor acknowledges that the Contractor/Consultant is prohibited from using the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed;

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Town of Paonia



5. If the Contractor/Consultant obtains actual knowledge that a subcontractor performing work under the public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall be required to:

- (A) Notify the subcontractor and the Town within three days that the Contractor/Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
- (B) Terminate the subcontract with the subcontractor if within three days of receiving the notice required according to subparagraph (A) of this Section 5 the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor/Consultant shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

6. The Contractor/Consultant is required to comply with any reasonable request by the State Department of Labor and Employment ("Department" herein) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102 (5).

7. If a Contractor/Consultant violates a provision of the public contract for services required here in the Town may terminate the contract for a breach of the contract. If the contract is so terminated, the Contractor/Consultant shall be liable for actual and consequential damages to the Town.

8. The Town must notify the office of the Secretary of State if a Contractor/Consultant violates a provision of this Addendum, and the Town terminates the contract for such breach. Based on this notification, the Secretary of State shall maintain a list that includes the name of the Contractor/Consultant, the state agency or political subdivision that terminated the public contract for services, and the date of the termination. A Contractor/Consultant shall be removed from the list if two years have passed since the date the contract was terminated, or if a court of competent jurisdiction determines that there has not been a violation of the provision of the public contract for services required pursuant to Section I. An agency or political subdivision shall notify the office of the secretary of state if a court has made such a determination. The list shall be available for public inspection at the office of the Secretary of State and shall be published on the internet website maintained by the office of the Secretary of State.

9. The Department may investigate whether a Contractor/Consultant is complying with the provisions of a public contract for services required pursuant to Section I. The Department may conduct on-site inspections where a public contract for services is being performed, request and review documentation that proves the

Office: 970-527- 4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460

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Town of Paonia



citizenship of any person performing work on a public contract for services or take any other reasonable steps that are necessary to determine whether a contractor is complying with the provisions of a public contract for services required pursuant to Section I. The Department shall receive complaints of suspected violations of a provision of a public contract for services (this Addendum) and shall have the discretion to determine which complaints, if any, are to be investigated. The results of any investigation shall not constitute final agency action.

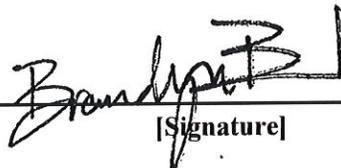
The Contractor/Consultant is hereby notified that the Department is authorized to promulgate rules, by article 4 of title 24, C.R.S., to implement the provisions of C.R.S. § 8-17.5-101, ET. seq.

CONTRACTOR:

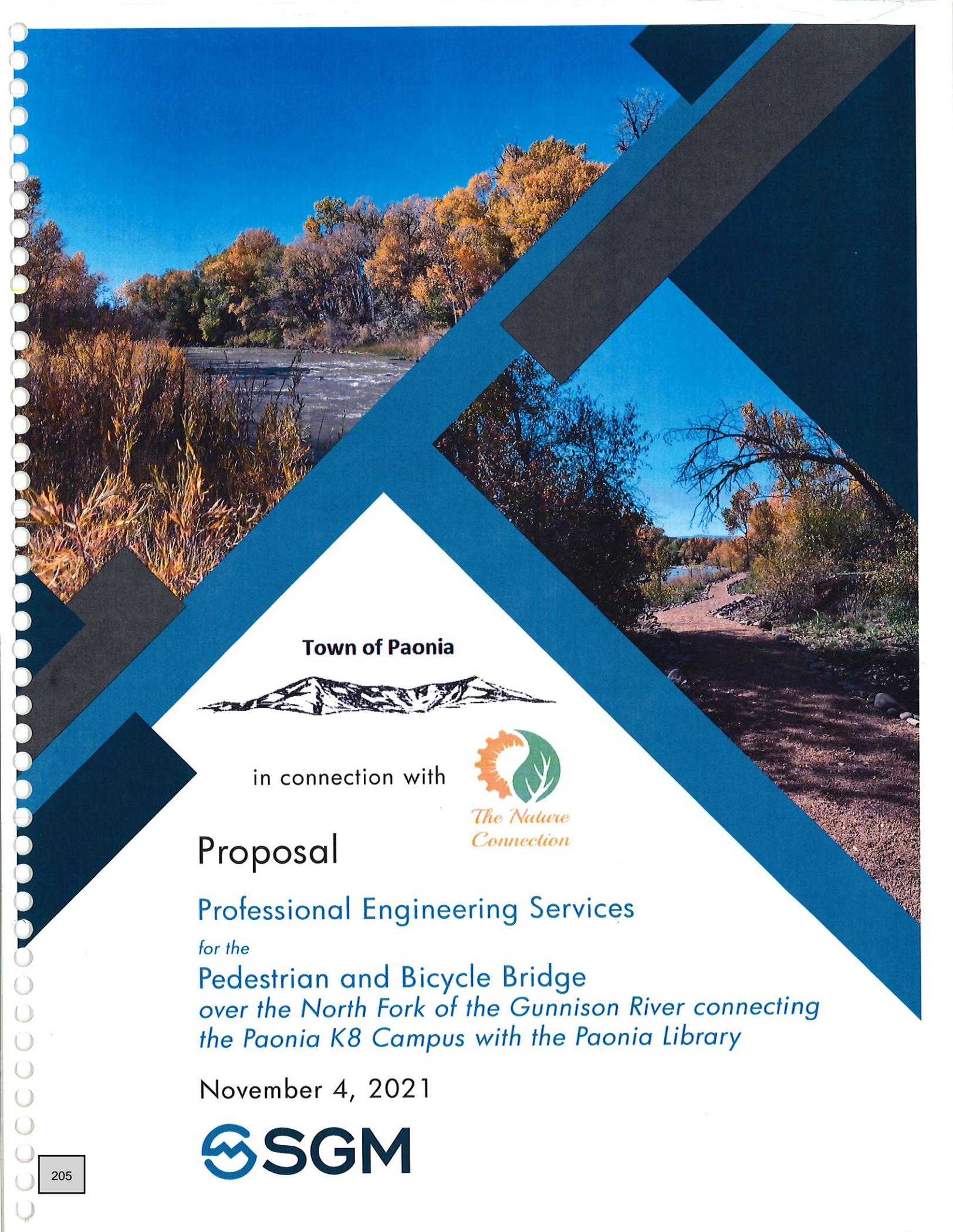
Name of Company: SGM

Address: 118 W. 6th St., Suite 200 / Glenwood Springs, CO 81601

Phone: 970.945.1004

By: 
[Signature]

Brandyn J. Bair, PE, CWP 11/2/2021
[Print Name] [Date]



Town of Paonia



in connection with



Proposal

Professional Engineering Services

for the

Pedestrian and Bicycle Bridge

*over the North Fork of the Gunnison River connecting
the Paonia K8 Campus with the Paonia Library*

November 4, 2021



November 4, 2021

Town of Paonia, Clerk's Office
214 Grand Avenue / P.O. Box 460
Paonia, CO 81428
Attn: Corrine Ferguson and the Town of Paonia Board of Trustees

RE: Professional Colorado Engineering Services - Pedestrian and Bicycle Bridge over the North Fork of the Gunnison River connecting the Paonia K8 Campus with the Paonia Library

Dear Mrs. Ferguson, Board of Trustees, and the Selection Committee:

Thank you for the opportunity to submit our qualifications for the Pedestrian and Bicycle Bridge over North Fork of the Gunnison River project. SGM specializes in assisting our municipal clients in planning, designing, optimizing, and maintaining community infrastructure. For this project we have developed a project team with local roots, depth of experience in the Western Slope and fresh informed perspectives on developing cost-effective bridges. We have put together this engineering services proposal that demonstrates how we will work in partnership with you and the Nature Connection to provide an efficient design process to bring this project to construction bid readiness in the Spring of 2023.

You will find that we have assembled a team of specialized professionals with subject matter expertise in areas most important to the Town of Paonia (Town). The SGM team delivers:

- ⊕ **Entrenched municipal experience.** SGM brings unparalleled municipal experience in *all* aspects of engineering and design, as well as design review under one roof that will be invaluable to timely responses and communications between the Town and key stakeholders.
- ⊕ **Thorough and comprehensive design.** The SGM team has budgeted the necessary time to undertake research into bridge alternatives, provide realistic visuals incorporated into the existing site, develop an hydraulically efficient crossing, provide necessary permitting documentation, review and coordinate with the Town and Nature Connection, and perform Quality Control and Quality Assurance.
- ⊕ **Dedication to the Town's success.** SGM has a trusted reputation throughout the community. Our highest priority is ensuring that the design, as well as the process used to develop it, exceeds the expectations of both the Town and the community at large.



We provide innovative,
practical solutions
to make our clients successful
while ensuring the
health, safety
and **welfare** of
our neighbors.

We develop and maintain
lasting client relationships
and are committed to
our local communities.

SGM anticipates reviewing our proposed scope of work with you before we begin so that other refinements to the scope and fee estimate can be considered to best meet the Town's needs. Note that we have identified some scope items that were not included in the RFP but may be necessary for completion of the project. These have been identified as Optional Tasks. They are not included in the base fee but a table of estimated costs for those tasks is provided.

SGM acknowledges, and accepts Addendums #1, #2, and Question Responses. Upon award of the project, our insurance carrier will provide an updated Acord Certificate of Insurance for the Town, naming the Town as additionally insured. SGM participates in the E-Verify Program and can provide additional information upon award of the project. *Brandyn is an authorized signor on behalf of SGM and is legally authorized to bind a contract.*

SGM is excited to continue our relationship with the Town and expand upon the engineering services we have provided since 2013. We are eager to assist the Town with this project to bring to fruition a key project for the Nature Connection. If you have any questions or concerns, please do not hesitate to contact me at 970.384.9024 / brandynb@sgm-inc.com, or Mark at 970.384.9003 / markf@sgm-inc.com. I look forward to hearing from you soon so that we can move this project forward. We look forward to your response and the opportunity to demonstrate our skills and abilities to complete this work.

Sincerely,
SGM



Brandyn Bair, PE, CWP
Principal-in-Charge



Mark Frymoyer, PE, SE (Washington)
Project Manager/Senior Engineer



Cover Sheet

Main Contact

Mark Frymoyer, PE, SE (WA)
970.384.9003
markf@sgm-inc.com

Secondary Contact

Brandyn Bair, PE, CWP
970.384.9024
brandynb@sgm-inc.com

Company Information



118 W. 6th St., Suite 200
Glenwood Springs, CO 81601
970.945.1004



Table of Contents

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Cost Proposal (CONFIDENTIAL)

Submitted in a separate sealed envelope





Introduction

Through a multi-year public engagement process, the Town of Paonia (Town) and the Nature Connection proposed the construction of a multi-use pathway along the North Fork of the Gunnison River. To connect the proposed trail system to the K-8 Campus and the Paonia Library, a river crossing and trail connections to the proposed trail are necessary.

SGM understands **the Town of Paonia** is looking for an Engineering team with technical expertise to perform the necessary design engineering and environmental permitting for the proposed Pedestrian and Bicycle Bridge over the North Fork of the Gunnison River.

SGM has assembled a team of experienced professionals to provide the Town with the expertise, knowledge, motivation, and time required to meet the objectives identified in the Request for Proposal. SGM will provide structural design for the bridge, civil design for the trail connection, documentation for permit applications, and hydraulic engineering. Wilmore & Company Professional Land Surveying will provide any required survey and surface utility locates, DHM Design will provide visualizations or renderings, Cesare, Inc. will provide geotechnical investigations and recommendations, and Alpine Archeological Consultants will provide the Class III Cultural Resource Inventory Report.

The Team SGM assembled has worked together on many similar projects and offers:

- ☑ **Specific Experience** – The key personnel committed to this project clearly understand how pedestrian and bicycle bridges are designed, permitted and constructed. We have extensive experience working with multiple stakeholders and supporting the public outreach process.
- ☑ **Accessibility** – Our project team will provide the required project management and design from the SGM office in Glenwood Springs.
- ☑ **Local Experience** – SGM has worked with the Town since 2013 providing design and construction management services. These include water tank rehabilitation, water and sewer line improvements, road improvements, GIS mapping, and a capital improvement plan. We have completed two bridge projects in Delta County in the past two years and many more in neighboring counties. Wilmore Survey is located in the Town of Paonia and has completed all of the survey for the Riverbank Neighborhood Subdivision, which is located on the north side of the river adjacent to the proposed trail alignment.

In short, SGM stands out as the preferred firm located on the Western Slope by offering a strong understanding of the unique challenges associated with transportation projects, and the proven bridge expertise required for this project. We focus on delivering quality services to our public clients on the Western Slope.



Qualifications

Firm Profile

SGM, a multidisciplinary engineering, surveying, and consulting firm, was founded in 1986. For over 35 years, **SGM** employees have lived and raised families in the Western Slope communities they have helped build. **SGM**'s services are delivered with unparalleled authenticity and pride with attention to quality and detail. As a result of **SGM**'s **commitment to quality service and long-term client relationships**, **SGM** has grown to over 125 employees – the largest full-service engineering, consulting, and surveying firm in Western Colorado. In addition to our headquarters in Glenwood Springs, **SGM** also has offices in Grand Junction, Gunnison, Salida, Aspen, Meeker, and Durango to provide local and timely service to our clients.

The core of our business has always been municipal clients. As we've grown, we have become more diversified so that we can better serve our clients. We now offer expertise in the following areas:

- ⊗ *Structural Engineering including Bridges, Buildings, Tanks and Retaining Walls*
- ⊗ *Water Resource Engineering & Planning including Hydrology and Hydraulics*
- ⊗ *Transportation including Streets, Trails and Traffic (PTOE on staff)*
- ⊗ *Municipal Sewer Collection, Treatment and Discharge Permitting*
- ⊗ *Municipal Water Supply, Treatment, Conveyance, and Storage*
- ⊗ *Municipal Public Works*
- ⊗ *Floodplain Management*
- ⊗ *Stormwater and Drainage*
- ⊗ *Environmental Consulting (wetlands and biological studies)*
- ⊗ *Land Surveying*
- ⊗ *GIS Mapping*
- ⊗ *Subsurface Utility Engineering & Utility Coordination*
- ⊗ *Construction Inspection and Administration*
- ⊗ *Mechanical, Electrical & Plumbing Engineering and Commissioning*

 **SGM**

We provide innovative, practical solutions to make our clients successful while ensuring the health, safety and welfare of our neighbors.

We develop and maintain lasting client relationships and are committed to our local communities.

SGM is rooted in western Colorado – we understand the nuances of engineering and construction in mountain communities.

SGM is currently recognized by the Colorado Department of Transportation (CDOT) as a "Pre-Qualified Consultant" in the following disciplines. The **bolded** disciplines are the areas that we see will be needed for this project...

BR	Bridge Design	HY	Hydraulics
BI	Bridge Inspection	ME	Mechanical Engineering
CE	Civil Engineering	SA	Sanitary Engineering
EL	Electrical Engineering	SE	Structural Engineering
MA	Engineering Management (Contract Admin)	SU	Surveying



MC	Engineering Management (Construction)	TP	Transportation Engineering
EN	Environmental Engineering	TR	Traffic Engineering
HD	Highways and Street Design		

Subconsultants

We have assembled a team with specific expertise in relevant project areas to deliver the best service. Our team consists of Wilmore & Company Professional Land Surveying, Inc., Cesare, Inc., Alpine Archaeological Consultants, Inc., and DHM Design. We have a strong working relationship with all subconsultants on our project team and we are confident of the high level of expertise and quality they bring to the team.

Survey



Wilmore & Company Professional Land Surveying, Inc. (Wilmore) was established in 1996 in Paonia. The knowledgeable staff at Wilmore is accustomed to handling complex property situations and unique boundary

issues. Wilmore is a small business that is committed and customer service driven. With a combination of 40+ years of land surveying experience in Delta County, clients can trust each project will receive professional attention to detail from research and field calculations to drafting of the final plat. Wilmore's public and private sector clients have found the firm to be a trusted resource to provide quality, timely, and professional land surveying services.

Geotech



Cesare, Inc. (Cesare) was established in 1987 and specializes in geotechnical and forensic engineering, failure analysis, engineering geology, quality assurance/quality control (QA/QC), construction observation, and construction materials testing.

Cesare is headquartered in Centennial, with branch offices in Silverthorne, Salida, Crested Butte, and Firestone, Colorado. Cesare's staff includes over 50 dedicated engineers, geologists, and technicians including 10 professional engineers. They operate accredited and validated testing laboratories equipped, staffed, and managed to conduct research, design, and product development, and testing of soils, asphalt mix, concrete, aggregates, and masonry. Cesare's performance on multi-faceted projects, including schools, major infrastructure, airports, dams, highway paving, master-planned residential communities, and commercial/industrial developments will bring a wealth of experience, knowledge, and expertise to the project team.

Archeology



Alpine Archaeological Consultants, Inc. (Alpine) is a respected, full-service archaeological consulting firm based in Montrose. The firm's team of cultural

resource specialists helps clients implement their projects through compliance with historic preservation laws. Alpine works throughout Colorado, for private clients and federal and state agencies. Alpine's commitment to excellence in consulting is exemplified by their corporate membership in the American Cultural Resource Association and by certification of 15 employees as Registered Professional Archaeologists. The firm employs 19 full-time archaeologists. The professional staff includes specialists in artifact analyses, GIS, faunal analysis, ethnobotany, historical archaeology, and prehistoric archaeology. Alpine believes the best way to help clients realize their project goals is to offer expert services, delivered in a timely and cost-effective manner.



Visualization / Renderings / Landscape Architect (optional)

DHM DESIGN

DHM's Carbondale office has a twenty-two-year history of working in western Colorado and has a successful track record of working with local municipalities, county governments, and district agencies. Many of their projects, public and private, include streetscape, pedestrian, trail, restoration, and public input process components. Their ability to produce compelling and descriptive graphics on the spot brings visual meaning to the discussion and keeps the planning and design process accessible and engaging for all participants.

Familiarity with Estimating Construction and Material Costs in the Paonia Area

One of SGM's biggest strengths lies within our firsthand knowledge of Colorado's central mountain and western slope communities, climate, soil conditions, and tight local labor markets. The majority of our team works, lives, and plays here - all on the Western Slope. Our established relationships with local firms (contractors, material suppliers, and engineers) and local and state regulatory personnel have resulted in a trust and familiarity that is irreplaceable when it comes to efficiency and quality. SGM often draws on these relationships to obtain the most current and accurate unit costs for materials and delivery on Western slope projects. SGM has worked with the Town of Paonia and surrounding communities on several engineering and planning efforts over the last decade. We are familiar with the area's construction material sources, delivery costs, and seasonal material availability.



Relevant Experience

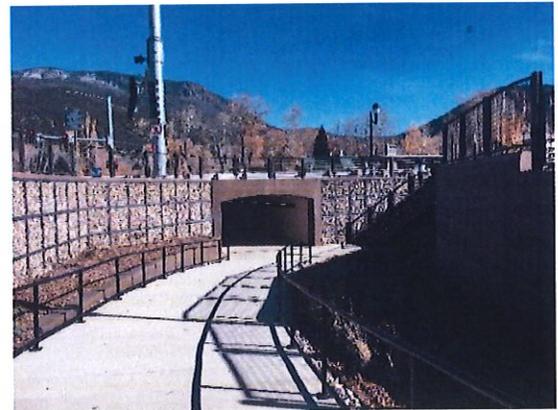
We take great pride in the fact that we have connected Colorado communities with trail bridges for pedestrian and bicycle users. The following is a list of relevant projects our team has worked on:

Project Name	Owner	Bridge / Structural Design	Environmental Studies	404 Permitting	Hydrology / Hydraulics	Public Outreach / Rendering
27 th St./SH82 Pedestrian Underpass	RFTA	•			•	•
153 Paradise Mesa Bridge	Private Residence	•	•	•	•	
G Road Bridge over N. Leach Creek	City of Grand Junction	•	•	•	•	
ERWSD Ped. Bridge at Gore Creek (Study)	Town of Vail	•			•	
Pedestrian Bridge over Brush Creek	Eagle Cty Open Space	•	•		•	
4730 Sweetwater Road Bridge	Private Residence	•		•	•	
24 Road Bike Trail over Leach Creek	City of Grand Junction	•	•	•	•	
Centennial Pkwy over Rifle Creek (Rehab)	City of Rifle	•			•	
Castle Creek Bridge	Pitkin County	•	•		•	
Lilac Park Ped Bridge Prelim Engineering	Town of Collbran	•			•	•
Talbott Trail over UPRR	Town of New Castle	•				
Talbot Trail over I-70	Town of New Castle	•				
Talbot Trail over Colorado River	Town of New Castle	•			•	
SH82 Pedestrian Underpass	Town of Basalt	•				•
Trail Bridge Inspections	Pitco Open Space/Trails					
LOVA Trail Ped Bridge over Colorado River	Town of New Castle	•	•		•	
Rio Grande Trail over Woody Creek	Pitco Open Space/Trails	•	•	•	•	•
Lazy Glen Trail over Roaring Fork River	Pitco Open Space/Trails	•	•	•	•	
West Midland Trail Bridge	Glenwood Springs	•				



SH-82 Basalt Underpass – Basalt, CO

This was a critical safety improvement project for the Town of Basalt that provided a long-desired grade-separated pedestrian crossing of State Highway 82 at Basalt Avenue. The new crossing provides a safer pedestrian/bike route between the existing up-and-down valley RFTA Bus Rapid Transit (BRT) stops at Basalt Avenue, and between the historic downtown and Southside areas of Basalt.



SGM was awarded this design project in August of 2014 and worked closely with the Town of Basalt, CDOT and RFTA in developing a design that accommodates a variety of users and serves as a gateway to the Town. The design project had several challenges that the design team worked through including construction phasing and traffic control during construction, high groundwater, utilities, public process, and schedule constraints. The project was put out to bid in 10 months from the project initiation date. This is notable given the project complexities and the number of stakeholders and is a great example of resources that SGM can provide to meet the challenges of a complex and accelerated Local Agency project.

Client Benefits

- Provided a safe, grade-separated underpass for pedestrians and cyclists under SH-82
- Phased construction allowed project to be completed with minimal impacts to SH-82 vehicular traffic
- Improved traffic flow on Basalt Avenue and turning movements onto SH-82

Challenges

- High groundwater in the area required additional design efforts to mitigate buoyancy effects and to provide adequate waterproofing and drainage systems to minimize potential for water inundation inside the tunnel
- Compressed design schedule with multiple stakeholders and the CDOT Local Agency process

Year: 2014 - 2017
Owner: Town of Basalt, 101 Midland Ave, Basalt, CO 81621
Contact: Boyd Bierbaum, 970.927.4398, boyd.bierbaum@basalt.net
Construction Cost: \$6,250,000

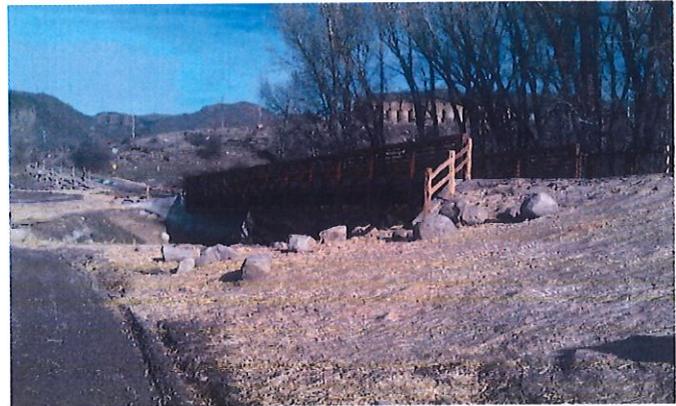
Key Tasks applicable to the Pedestrian and Bicycle Bridge over the North Fork for the Town of Paonia project include:

- ⊗ Prefabricated bridge superstructure
- ⊗ Renderings of bridge alternatives
- ⊗ Public outreach



Rio Grande Trail at Woody Creek – Pitkin County, CO

This section of the Rio Grande Trail was steep, unpaved, and shared the culvert crossing of Woody Creek with the shoulder of Upper River Road. Pitkin County initiated this project to increase the safety of the trail for cyclists by reducing the steep grades and constructing a new bridge crossing of Woody Creek. Additionally, the County desired a trail alignment and bridge structure to fit in with the rural landscape.



Numerous renderings of different bridge options were prepared for public open houses and the trail alignment was designed to minimize impacts to the surrounding trees. For this CDOT Local Agency project, SGM provided survey, ROW mapping, project design engineering, CDOT Local Agency coordination, environmental studies, permitting, plans and specifications, bid phase support, construction contract administration, construction surveying and inspection services. The CDOT Local Agency process was successfully navigated to complete a project that used CMAQ funding as a source.

The major components of the trail work included:

- Preparation of construction documents for 1900-ft of trail and bridge
- Selection & installation of a 110-ft span pre-fabricated steel truss bridge
- Ensuring ADA accessibility to trail segment
- Trail design in accordance with ADA accessibility requirements
- Construction management

The project was completed under budget and on schedule meeting SGM's internal quality control protocol.

Year:	2012 - 2013
Owner:	Pitkin County Open Space & Trails, 53 East Main St., Aspen, CO 81611
Contact:	Gary Tennenbaum, Director, 970.920.5355, gary.tennenbaum@pitkincounty.com
Construction Cost:	\$750,000

Key Tasks applicable to the Pedestrian and Bicycle Bridge over the North Fork for the Town of Paonia project include:

- ⊗ Coordination with multiple stakeholders
- ⊗ Renderings of bridge alternatives
- ⊗ Public outreach



Kokopelli Section of the Colorado River Trail – Fruita, CO

The West Phase Kokopelli Section of the Riverfront Trail System is the crowning achievement and western anchor of a long-term dream in the Grand Valley. Over the past 27 years, the Riverfront Commission’s vision has unfolded through many chapters of Colorado River cleanup projects and trail development projects, which are a passion of the community and a symbol of their quality-of-life values held so dearly: outdoor recreation, protection and enhancement of the Colorado River corridor, and connecting communities.



Initially, the vision began in the heart of the valley where the Colorado and Gunnison Rivers merge. The Colorado Riverfront Trail, beginning at Las Colonias, meanders along the Colorado River for 15 miles to the Monument View section on the western side of Grand Junction. The Kokopelli Trail segment is the last remaining piece to connect the trail to the Kokopelli Trailhead and trail system, providing a non-motorized connection from Clifton to Grand Junction, Fruita and Loma.

SGM was awarded the design contract for the 2.4-mile west phase in May 2016. **Construction funding was secured as one of Governor Hickenlooper’s 16 Trails in 2016.** Construction began Dec. 2017 and was completed May 2018. Key tasks included:

- Project Management and agency coordination for Environmental Assessment
- HEC-RAS modeling, scour analysis and abutment structural design for pedestrian bridges over Reed Wash and Big Salt Wash
- Retaining wall design
- Riprap design for bank stabilization on the Colorado River
- Preparation of Construction Documents

Client Benefits:

- Recreational amenity that connects Kokopelli Mountain Bike Trail System to the community and the Town of Fruita and the Grand Valley
- Design allows for easy access to trail system from industrial and commercial developments west of Fruita to downtown Fruita and residential communities

Challenges:

- NEPA process for trail development in endangered species critical habitat
- Multiple permitting process with BLM, FHWA, and CDOT
- Reed Wash crossing and underpass below Interstate 70
- Limited space to place trail between Colorado River and Interstate 70

Year:	2016 - 2018
Owner:	City of Fruita, 325 E. Aspen Avenue Fruita, CO 81521
Contact:	Sam Atkins, PE, 970.858.8377, satkins@fruita.org
Construction Cost:	\$2,800,000

Key Tasks applicable to the Pedestrian and Bicycle Bridge over the North Fork for the Town of Paonia project include:

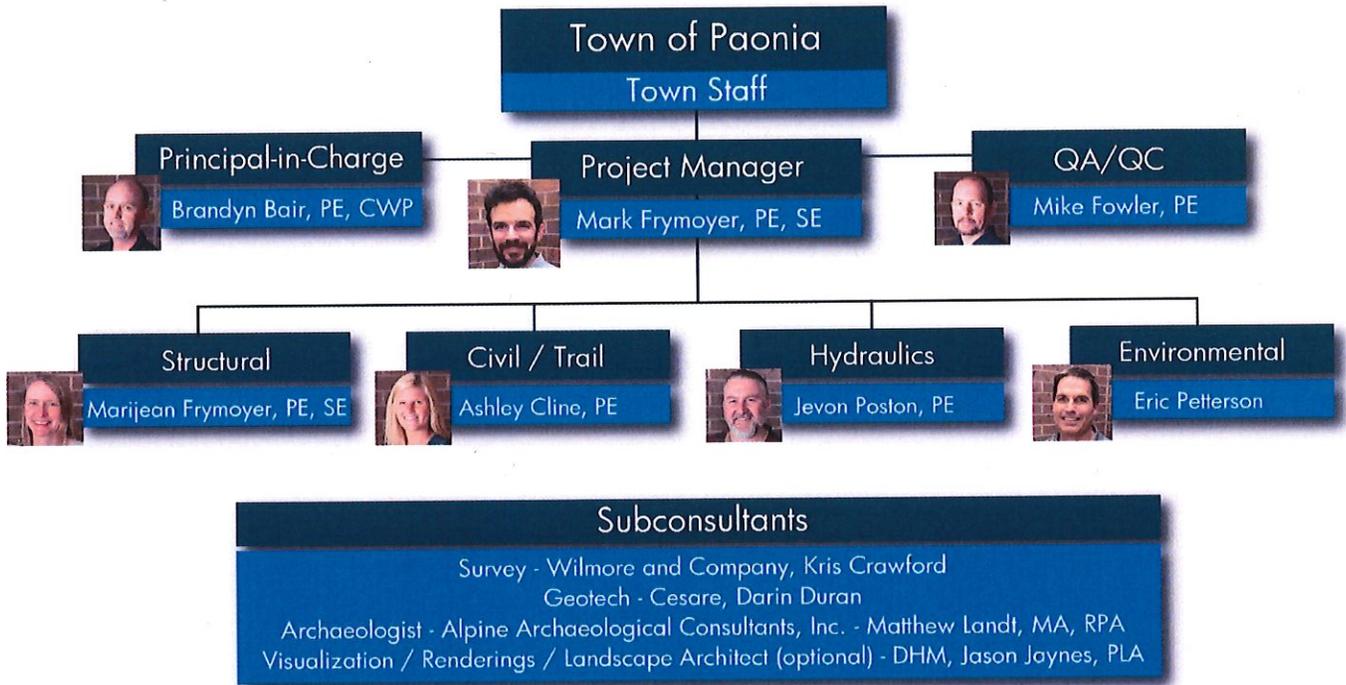
- ⊗ Multi-purpose trail
- ⊗ Prefabricated superstructure bridges
- ⊗ Hydraulic analysis
- ⊗ Permitting



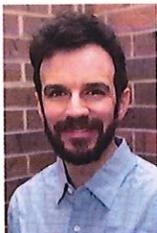
Firm Personnel and Credentials

SGM has assembled a proven team of highly and uniquely qualified individuals with knowledge of the project scope, location, and challenges to be overcome. We have selected our team specifically because of their proven ability to work together to anticipate and quickly react to ever-changing challenges and opportunities that arise during the design process. Our team structure reflects the importance SGM places on making sure the **Town of Paonia** has a qualified, experienced, and efficient team to ensure the project success.

The team will be led by **Mark Frymoyer, PE, SE**. Mark has served as both the bridge engineer of record and project manager on numerous projects throughout Western Colorado. Mark will have the full support of SGM principals **Brandyn Bair, PE**, and **Mike Fowler, PE**, who will lend technical expertise, ensure staff availability, and provide project quality control. *Brief biosketches are presented below with full resumes available upon request.*



Project Manager



Mark Frymoyer, PE, SE

Professional Experience: 12 years / 3 years with SGM

Professional License: CO PE 0054729

Telephone: 970.384.9003 / **Location:** Glenwood Springs / **Availability:** 30%

Mark brings 12 years of diverse experience to the project to serve as the **Project Manager**. Mark has six years of project management experience. He has managed projects for various private clients in addition to the City of Rifle, Pitkin County, City of Glenwood Springs, Mesa County, and the City of Salida. Mark has twelve years of experience specializing in design and analysis of both new and existing bridges, retaining walls, and transportation structures. Mark is also a



Education

BS Civil Engineering
Purdue University, 2007

MS Structural
Engineering
University of
Washington, Seattle,
2009

Registration

Structural Engineer, WA
Professional Engineer,
CO, WA, MT, OR, CA

certified bridge inspector and team leader. He has extensive experience with the design and construction of bridge and drainage structures including prestressed concrete, reinforced concrete, steel, and timber. Mark's experience and background have helped to produce designs that are economical, constructible, and durable. *Mark's most recent experience includes 27th Street Pedestrian Underpass (RFTA), 153 Paradise Mesa Bridge (Private), G Road/Leach Creek Bridge (Grand Junction), E Road over Lewis Wash Bridge Replacement (Mesa County); Castle Creek Bridge (Pitkin County); Centennial Bridge Rehabilitation (Rifle) Buttermilk Bridge (Delta County); and Cedaredge Bridge Rehabilitation (Delta County).*

Principal-in-Charge (PIC)



Brandyn Bair, PE, CWP

Professional Experience: 18 years / 18 years with SGM

Professional License: CO PE 42640

Telephone: 970.384.9024 / **Location:** Glenwood Springs / **Availability:** 15%

Brandyn will serve as the **Principal-in-Charge**. As Principal-in-Charge, Brandyn will ensure overall quality control and client satisfaction for the project. He will provide senior oversight, review, and quality assurance for all project work. Brandyn has 18 years of experience in the design and construction of water and wastewater treatment facilities, water/wastewater pump stations, water storage tanks, water and sewer line, road reconstruction, and drainage projects. *Brandyn's experience includes design engineering support, permitting, and funding for the Snowmass Water & Sanitation District, Town of Silt, Spring Valley, City of Salida, City of Glenwood Springs, and Town of New Castle wastewater treatment facility upgrades. Brandyn also serves the Town Engineer and/or District Engineer for Town of Palisade, Roaring Fork Water and Sanitation District, Spring Valley Sanitation District and Durango West Metro District No. 2.*

Education

BS Civil Engineering
Colorado School of
Mines, 2003

Certifications

Colorado Class D
Wastewater Operator

Quality Assurance/Quality Control (QA/QC)



Mike Fowler, PE

Professional Experience: 25 years / 13 years with SGM

Professional License: CO PE 0035231

Telephone: 970.384.9075 / **Location:** Glenwood Springs / **Availability:** 10%

Mike is a Senior Engineer and is the SGM Structural Sector Leader. He will serve as the **Quality Assurance/Quality Control (QA/QC) Manager**. As QA/QC Lead, Mike will ensure overall quality control and client satisfaction for the project. Mike's 25 years of experience include the design and construction of new bridges and roadway project management. He has completed the final design or independent design review of more than 100 bridges, including highway bridges, railroad bridges and pedestrian bridges. *Mike has been the SGM Project Manager for the Pitkin County Engineering On-Call Contract for the past 6 years and recently completed oversight of the Pitkin County Castle Creek Trail (OST) and Castle Creek Bridge (Engineering) projects. Mike has experience*



on over 30 pedestrian bridges projects, including four bridges in the past five years for Eagle County.

Structural



Marijean Frymoyer, PE

Professional Experience: 13 years / 1 year with SGM

Professional License: CO PE 0056068

Telephone: 970.880.9502 / **Location:** Glenwood Springs / **Availability:** 50%

Marijean brings 13 years of structural experience to the project to serve as the **Lead Structural Engineer**. She has a variety of structural experience in transportation projects, including preparing plans, specifications and cost estimates for new, rehabilitated, and retrofitted structures, providing construction support services, performing design and load rating analysis, evaluating the condition of existing bridges and inspecting bridges. In addition, she has design experience in steel pile, drilled shaft (caisson) foundations, spread footings, and a variety of wall types. *Marijean's most recent experience includes 27th Street Pedestrian Underpass (RFTA), 153 Paradise Mesa (Private Owner), Gerbaz Bridge Repairs (Pitkin County), Eagle County Trails – Gypsum (Eagle County), and Pine Street Bridge Replacement (City of Fruita).*

Education

BSCE Civil Engineering,
University of Wisconsin
-Madison, 2005

MSCE Structural
Engineering, University
of Washington - Seattle,
2009

Registration

Professional Engineer, CO,
WA
Structural Engineer, WA

Civil / Trail Engineer



Ashley Cline, PE

Professional Experience: 6 years / all with SGM

Professional License: CO PE 0056117

Telephone: 970.384.9061 / **Location:** Glenwood Springs / **Availability:** 30%

Ashley will serve as the **Lead Civil / Trail Engineer** and will be leading all civil aspects of the trail design. Ashley has worked for SGM since 2015 and has been involved with the design of several street, intersection, and trail design projects. She has a well-rounded background with AutoCAD Civil 3D Site Design project experience in roadway design, roundabout design, utility design, site grading and drainage. Ashley will coordinate with the drainage and utility engineers to create a seamless, effective overall road design. *Ashley's most recent projects include: Castle Creek Trail in Pitkin County, Carbondale to Crested Butte Trail – Redstone to McClure Pass Segment, ECO Trail – Eagle to Horn Ranch Segment, LoVa South Canyon Trail (Glenwood Springs), South Midland Avenue Reconstruction for the City of Glenwood Springs, State Highway 141 Road Widening in Mesa County.*

Education

BS Civil
Engineering,
Michigan
Technological
University, 2014



Lead Hydraulics Engineer



Jevon Poston, PE

Professional Experience: 15 years / 2 years with SGM

Professional License: CO PE 57316

Telephone: 970.384.9058 / **Location:** Glenwood Springs / **Availability:** 30%

Jevon is a senior civil engineer, licensed in the States of Colorado and Texas. Jevon brings over 15 years of significant experience with a background in surface water hydrology, stream channel/bridge hydraulics, watershed development and floodplain analysis, detention and water quality controls, storm sewer system design and water pollution abatement. He will serve as the **Lead Hydraulics Engineer**. Additionally, Jevon has experience in water distribution and sewer collection system design, water modeling, construction specifications, roadway design, site development, permitting and project management. *Jevon's most relevant experience serving as the lead hydraulics engineer include: the 27th Street Pedestrian Underpass project in Glenwood Springs involving a public storm sewer system and regional watershed analysis draining to the Roaring Fork River; a Multiuse Hike and Bike trail along the Yampa River involving floodplain development, regional watershed analysis of Slate Creek and culvert and underpass crossings along US40; and a project involving floodplain analysis, development and permitting for a section of the Colorado River in Rifle, CO. Jevon has also served as a project manager and hydraulic engineer for a raw water transmission line project from the Roaring Fork River to the Red Mountain Water Treatment Plant in Glenwood Springs including pump station and intake system upgrades, plant control systems and mixing station, and multiple projects involving bridges, floodplain and regional watershed analysis and development, and FEMA map amendments and revisions.*

Education

BS Civil Engineering;
University of Texas,
2006

Registration

Professional Engineer,
CO, TX

Environmental



Eric Petterson, MS

Professional Experience: 30 years / 3 years with SGM

Professional License: N/A

Telephone: 970.309.5190 / **Location:** Glenwood Springs / **Availability:** 30%

Eric is SGM's Environmental Team Lead and a senior ecologist. He will lead all **Environmental** tasks for this project. Eric has 18 years' experience in the private sector, and 10 years' experience with the U.S. Forest Service. Eric specializes in Threatened, Endangered, and Sensitive species, and species of concern for various agency requirements. His experience includes Endangered Species Act and NEPA Compliance, resource management plan compliance, habitat management for multiple resource benefit, natural resource planning, and accurate impact assessments. Eric is a certified USACE Wetland Delineator with extensive wetland permitting experience. *Eric's most recent projects include providing wetland delineations, biological site assessments and USACE permitting services for the following Routt County bridge replacements south of Yampa: County Road 7, County Road 44, County Road 52E, and County Road 53 Bridge Replacement.*

Education

BS Wildlife Biology,
Colorado State
University, 1994

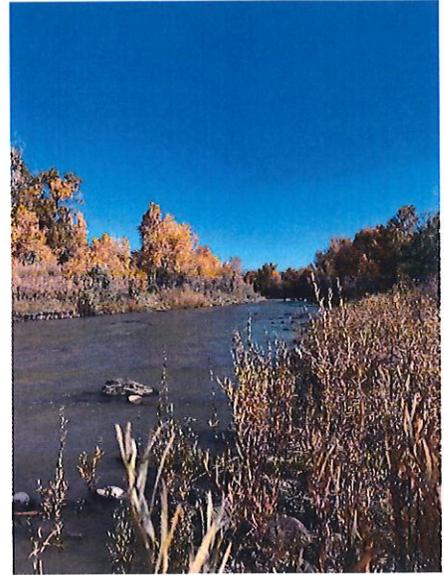
MS Ecology,
Colorado State
University, 1999



Strategy and Implementation Plan

Understanding of General Project Scope

The **Town of Paonia's Pedestrian and Bicycle Bridge (over the North Fork of the Gunnison River) project** consists of providing a non-motorized connection between the library to the nature trails and the K8 Campus. The River Park Extension multi-use trail loop on the North side of the river was recently completed this past summer by Youth Corps and community volunteers. The extension of the loop to connect to the bridge crossing has not been completed. The Town purchased a property at 3 West 4th Street on the south side of the river at the proposed bridge crossing. This project will include short trail connections from the southeast bridge abutment to West 4th Street and from the northwest bridge abutment to the future library trail extension.



The Town is partnering with the Nature Connection and other stakeholders to complete this key connection to the new network of trails. The Nature Connection is a “hub of outdoor recreation and education for Delta County.” This project will support one of their goals of “developing new Places close to communities and schools where kids, families and teachers can enjoy access to outdoor activities and programs”. The bridge design is funded through a Colorado Parks and Wildlife planning grant. The Town wants to ensure that the public has the opportunity to comment on the design alternatives. The Town and the Nature Connection will lead the public outreach process to engage the community and other stakeholders in the decision making process and solicit feedback. SGM will support the outreach efforts by providing visuals (renderings) of the bridge alternatives. Additional support can be provided as needed such as attending public meetings.

The bridge alternatives and final design will take into account required staging areas and access for construction equipment and limitations to construction activities based on permit requirements. In addition, an estimated construction schedule will be provided based on proposed project advertisement date.

Overall Philosophy

At **SGM** our philosophy is to approach every project on a case-by-case basis to meet the needs of the client and stakeholders, and to deliver the most constructible, cost-effective solution possible. Our designers follow an iterative approach in which they first analyze several alternatives in coordination with our clients to consider feasibility and costs. Based upon site constraints, permitting, and technical issues discovered during this period, the solution is further adjusted until a balance between all the project needs, constructability, maintenance, and safety is achieved.

Our goal is to act as an extension of the Town - to take the Town's needs and make them our own. We believe additional time allocated to design and communicating issues ultimately reduces overall construction costs by minimizing construction delays due to incomplete planning and design. We



strive to prepare a comprehensive set of plans and specifications that a qualified contractor can easily interpret and construct with a minimal amount of construction support, once again reducing project costs. To achieve these goals, SGM will:

- Assign the most qualified personnel to each component of the project
- Evaluate each stage of the construction process to identify “un-buildable” elements of the design, identify and mitigate potential risks
- Discuss with the Town portions of the design we feel may be difficult to construct
- Discuss material specifications with vendors and contractors
- Perform independent QA/QC (Quality Assurance/Quality Control) review by senior engineers experienced in the specific disciplines

The following is a summary of the tasks that we anticipate will be required to complete the work. Note that there are tasks indicated as **Optional Tasks**. This identifies tasks which were not included in the Request for Proposal documentation but may be required based on our preliminary review of the project. The fees for these tasks are not included in our cost proposal but a table is provided with estimated costs for these optional tasks.

Project Management

An experienced project manager is essential to the successful delivery of any project. Our proposed project manager, Mark Frymoyer, has six years of experience leading bridge design projects. His experience will be key to making sure the goals and desired outcomes of the Town and Nature Connection are met. He will be the primary contact for the Town Staff. He will lead the SGM and subconsultant team and make sure the design is executed per the defined scope and the schedule is met. To ensure the needs of the Town are met and the design is completed efficiently, Mark will provide the following throughout preliminary and final design:

- Coordination with the Town and Nature Connection
- Coordination with the design team (both SGM and subconsultants)
- Facilitate a kick-off meeting and design submittal comment resolution meetings with the Town and Nature Connection
- Facilitate internal design team meetings
- Provide project status reports and monthly invoicing
- Ensure the design team meets the project scope and schedule
- Serve as quality assurance manager
- Notify the Town of any out-of-scope work

Structural

Based on past experience on similar multi-use trail projects, the bridge superstructure for this type of project is often a prefabricated bridge. A prefabricated bridge is designed by a speciality firm and comes partially or fully assembled to the project site. The existing pedestrian bridge adjacent to Grand Avenue crossing the North Fork of the Gunnison is one example of a prefabricated weathering steel truss superstructure. Using a prefabricated bridge can reduce the project costs and construction schedule.



Superstructure bridge types for the anticipated single span of 125 to 175 feet include: steel truss, steel bowstring arch, or timber glulam arch. A single span bridge is often the preferred alternative because it eliminates a pier in the waterway which is less desirable because of hydraulics, permitting and constructability.

Preliminary Design: This task includes developing three bridge alternatives that meet the needs of the Town and Nature Connection for the proposed river crossing. Cost estimates and renderings will be provided for the three options. The suitability, benefits, constructability, and challenges of each option will be evaluated in the bridge alternatives report and a recommended alternative will be proposed. A bridge general layout and plan set will be provided for the recommended alternative.

Final Design: This task includes developing the preferred alternative from preliminary design to final constructible bid documents. The design will meet all requirements in the AASHTO (American Association of State Highway and Transportation Officials) LRFD Bridge Design Specifications, AASHTO LRFD Guide Specifications for the Design of Pedestrian Bridges, and CDOT Bridge Design Manual. Structural analysis of the bridge foundations will be performed. Bridge plans including plan, elevation, typical section, piles, and concrete abutment and wingwalls will be developed. Construction specifications, cost estimate and bid schedule will be provided. The final design assumes that the selected preferred alternative will be a prefabricated superstructure. We will also submit 30% and 90% progress plan sets to the Town for review and comment.

Optional Tasks: *Optional tasks include additional grant support and superstructure engineering. If the Town requires additional deliverables to support grant funding applications, we can provide additional support. If the Town does not select a prefabricated superstructure, additional fee will be required for the structural analysis and detailed plan development of the superstructure for final design.*

Civil Trail Design

Preliminary Design: This task will include developing a proposed alignment and profile of the bridge crossing that connects to the future library trail on the northwest side of the river and the West 4th Street sidewalk on the southeast side of the river.

Final Design: This task will include the civil design work necessary to support the design of the bridge. The trail will be designed to meet the AASHTO Guide for the Development of Bicycle Facilities and ADA (Americans with Disabilities Act) requirements. Civil plans including cover sheet, project general notes, removals, trail typical section and details, trail alignment plan and profile and erosion control details will be provided. Construction specifications, cost estimate and bid schedule will be provided.

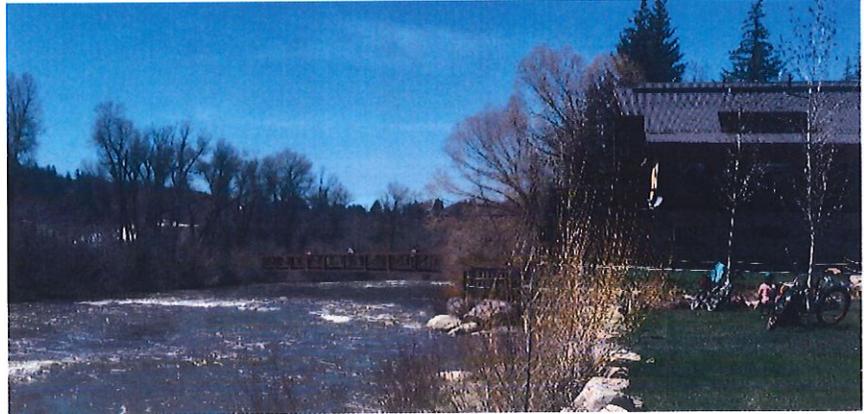
Optional Task: *The scope of work assumes that trail design and plan development will extend from 4th Street to 50 feet past the northwest abutment. This optional task will include providing additional trail design and plan development beyond the 50 feet from the northwest bridge abutment.*



Visualizations/Renderings

Preliminary Design: To help facilitate the community engagement meeting, visualizations of the bridge alternatives will be developed. This will include an elevation view of each alternative overlaid on the proposed bridge site. A plan view diagram will also be developed showing the bridge crossing integrated with the proposed crossing and trail connections.

Optional Task: *This task will include providing additional landscape design support. This includes a basic amenities study which would include paving, planting, hardscape features, and other aesthetic components.*



Environmental, Permitting, Cultural Resources

Wetland Delineation Reporting & Permitting: The proposed Pedestrian Bridge location would span the North Fork Gunnison River, in an area with jurisdictional wetlands and waters of the U.S. We are proposing a U.S. Army Corps of Engineers (USACE) approved wetland delineation in the spring of 2022. To develop a full wetland delineation suitable for submittal to the USACE, we are anticipating one long field day. The purpose of the work is to identify and document Waters of the U.S. (WoUS); including waters and wetlands within the project disturbance area and ensure permit compliance under Section 404 of the Clean Water Act (CWA).

SGM environmental staff will conduct a wetland delineation and WoUS assessment in accordance with standard USACE delineation methods to accurately map and document wetlands and waters in the area. SGM will record field data for later use and provide the Town and the planning team with shape files of wetland and water of the U.S. boundaries. SGM will also develop a permit application for submittal to the USACE once plans are more developed. Given the location of the bridge, a Nationwide Permit 14 (Linear Transportation Projects) would be the appropriate permitting scheme. As long as permanent impacts to wetlands are less than 0.1-acre, then no wetland mitigation would be necessary.

The schedule for completion of this work is dependent on ground conditions at the project area. Wetland delineations cannot be conducted while the property has snow coverage and need to be conducted during a typical growing season. We are planning on conducting the field work as soon as possible in the spring of 2022. Typical Nationwide Permit issuance timeframes include 65 days for USACE review and approval.

Cultural Resources Survey: As required by the U.S. Army Corps of Engineers, a cultural resource survey is required for wetland permitting (the USACE is required to ensure their projects do not negatively impact cultural resources). SGM's fully licensed partner and subconsultant, Alpine



Archaeological Consultants, will complete a Class III Cultural Resource Inventory report and, if the results of the inventory are positive, would include site forms sufficient for State Historic Preservation Officer consultations through the CDPHE Environmental Assessment process. This pedestrian survey will include all components of the project area. Archaeologists are required by law to produce their reports at the time of their surveys.

Optional Task -Threatened and Endangered Species Assessment: *Based on our familiarity with the project area, SGM expects that concerns related to federally-listed Threatened and Endangered Species will be limited to surveys for the western yellow billed cuckoo (*Coccyzus americanus*). SGM biologists are trained and certified, and currently hold USFWS-issued permits for conducting surveys for the yellow-billed cuckoo. The project area occurs with designated Critical Habitat (Unit 69: CO-2 North Fork Gunnison River). Four surveys are required during the breeding season; one survey must occur from June 15 to July 1, two surveys much occur from July 1 to July 31, and one survey must occur from July 31 to August 15. SGM would follow the US Fish and Wildlife Service approved protocols (Haltermann et al. 2016). Habitats in the vicinity of the bridge are considered poor habitat for the yellow-billed cuckoo.*

SGM will also evaluate the presence and extent of habitat for eagles and migratory birds, to an extent sufficient to summarize the likely impacts and to prepare an accurate proposal for pre-construction biological surveys.

Survey

This task will include providing a boundary survey of Lot 6 (Town owned parcel in Riverside estates) and staking property corners. A topographic survey in the vicinity of the proposed bridge crossing will be provided including river cross sections. The wetland locations as delineated by the environmental tasks will be surveyed. Visible utilities and locates provided by utility owners will be surveyed.

Hydraulic Services

Based on our review of the FEMA Floodplain Mapping, the proposed location of the southeast abutment, 4th Street, and beyond are shown to be inundated by the 100-year regulatory Floodplain, per FEMA Panel 08029C0501D dated August 19, 2010 for Delta County, Colorado. Therefore, we will need to show that the construction of this bridge will not adversely impact adjacent properties. To do so, SGM will review previous modeling, update the modeling as required based on our existing conditions survey, and then revise the model based on the proposed bridge. Ideally, the modeling in tandem with the bridge design will indicate that the construction will not impact adjacent property owners. If the modeling does not indicate this, proposed floodplain improvements such as grading of the channel will likely be required so that the bridge can be constructed without creating a negative impact on adjacent property owners.

Preliminary Design: This task will include evaluation of the existing floodplain, base flood elevations, and preliminary hydraulic modeling. Preliminary hydraulic analysis will identify flood zone issues, no-rise condition requirements and alternatives, and floodplain encroachments. This task will also include coordination for bridge siting options and alternatives including minimum free-board clearance above 100-year flood elevation.



Final Design: This task will include final hydraulic modeling and report preparation related to the floodplain, scour protection and a no rise certification based on the final bridge design.

Optional Task: *This task will include FEMA Floodplain Map revisions (CLOMR/LOMR) in the vicinity of the proposed bridge, if required by the Floodplain Administrator.*

Geotechnical Services

This task will include the drilling, laboratory testing and preparation of a geotechnical report. One boring will be drilled at each proposed abutment location, approximately 30 feet deep or to refusal, whichever occurs first. Penetration resistance tests will be performed on site and soil samples will be collected for laboratory testing. The results of the field and laboratory testing will be assembled into a report to provide a recommendation for the bridge foundation system and relevant design parameters.

Optional Task: *This task includes an additional drill mobilization and update to the geotechnical report, if needed based on the project schedule and access restrictions at the northwest abutment. If a standard mount drill rig cannot access the northwest proposed abutment location per project schedule, a second mobilization will be required to obtain boring at a later date.*

Base Scope of Services Fee

In accordance with the RFP requirements, SGM will provide the following list of services and deliverables. These items are included in the “Base Scope of Services Fee”.

1. **Bridge Alternatives Report and Visuals:** A minimum of three (3) alternatives for the non-motorized crossing at 3 West 4th Street, including preliminary design and cost estimate and design alternative pros/cons for the public to evaluate benefits of limitations of each option. The report will include a computer-generated visual rendering of each bridge at the proposed river crossing location. Printed and mounted visuals will be provided for the community engagement meeting.
2. **Environmental and Permit Documentation including:** The following documentation is anticipated for this project:
 - a. U.S. Army Corps of Engineers Nationwide Permit 14
 - b. Fish and Wildlife Service letter requesting project approval
 - c. Class III Cultural Resource Inventory Report
3. **Final Design Plans and Cost Estimate:** The design will be stamped by a Professional Engineer licensed in the State of Colorado. In addition to the final design plans, we propose to provide the Town and Nature Connection 30% and 90% set of plans to review and provide comments to the design team.
4. **Construction Schedule and Site Constructability:** A brief assessment will be included in the bridge alternatives report that will identify any restrictions to construction activities, estimated construction activity duration, and construction staging areas.
5. **Trail Connection Design:** A surveyed alignment will be provided to connect the bridge crossing from the future trail on the northwest riverbank trail to the southeast river bank to the existing sidewalk. Plans, specifications, and cost estimates will be included with the final bridge submittal.



6. **Survey:** Survey will be completed that will include the bridge crossing location, trail connection, utilities and parcel boundaries of the 3 West 4th Street properties. The property boundaries will be staked.
7. **Digital Files:** Electronic files of deliverables will be provided to the Town including:
 - a. Bridge Alternatives Report
 - b. Site Survey Data
 - c. CAD files of final plans

In addition to the project elements noted above we anticipate the Town will need the following services to complete the project. Since these items are necessary to complete the bridge design, they have also been included in the “Base Scope of Services Fee”.

8. **Geotechnical Engineering:** Drilled borings at each abutment to determine suitable foundation type and design criteria. Findings will be summarized in a geotechnical report
9. **Hydraulic Engineering:** Floodplain analysis, hydraulic modeling, flood water no-rise evaluations and bridge abutment scour protection design

Assumptions / Clarifications

The base proposed fee is based on the following assumptions:

- Approach trail will meet ADA (American Disability Act) requirements for vertical grade per AASHTO requirements
- No federal funds will be used for the design or construction of the project (i.e. federal design requirements will not be triggered)
- Access to the proposed abutment location for geotechnical borings on the northwest riverbank will be coordinated by the Town. Borings will be completed with standard truck mounted, rubber tired drill rig with an ODEX percussion drilling system
- Survey fieldwork will be completed after wetlands have been delineated
- A prefabricated bridge superstructure will be used
- Coordination efforts will be limited to the Town and Nature Connection. Any other coordination with stakeholders, community members or volunteers (i.e. biologist) will be facilitated by the Town
- No wetland mitigation will be required for permitting
- Subsurface Utility Engineer (SUE) is not required (based on the assumption that the project will have less than 1,000 square feet of contiguous excavation)

Exclusions

The following items have been excluded from both the base scope and optional services:

- Project advertisement, bid support and engineering construction services
- Coordination and cost of obtaining temporary construction and permanent easements
- Developing Right-of-Way plans and documents
- Any fees for associated permits, review agencies, plan approvals and/or construction to be paid directly by the Town
- Visualization/Renderings will not be updated for any changes beyond the preliminary design phase



- Design, plans, cost of retaining walls beyond 15-foot parallel wingwall connected to each bridge abutment
- Design of skewed bridge (i.e. we assume the bridge superstructure and substructure will be normal to the trail alignment line)
- Stormwater management plan, construction staging and access plans (will be addressed in alternatives report, but not included in final plans), sidewalk replacement on 4th Street, sidewalk curb ramps and trail signage

Sample Project Schedule

The schedules below provide a breakdown of project tasks for the Pedestrian and Bicycle Bridge. The preliminary design schedule is based on performing tasks that will inform and determine the bridge layout first. We are assuming that the field work will begin in earnest as soon as the snow melts. Adjustments to the final design schedule will be made once additional information regarding grant applications and construction funding is known and dependent on selection of preferred bridge alternative.

Bridge Alternatives Schedule:

Milestone	Approximate Date
Notice-To-Proceed	December 2021
Project Kick-off Meeting with Town & Nature Connection	January 2022
Geotechnical, Survey, & Wetlands Field Work	March 2022
Geotechnical Draft Report and Survey CAD file	May 2022
Bridge Alternatives Meeting	May 2022
Bridge Alternatives Memo Submittal	June 2022
Preliminary Reports	June 2022
Community Outreach	July 2022

Design Schedule:

Milestone	Approximate Date
Direction on Preferred Alternative	August 2022
30% Plan, Spec, Estimate Submittal/Town Review Meeting	October 2022
90% Plan, Spec, Estimate Submittal/Town Review Meeting	January 2023
Final Reports	January 2023
100% Plan, Spec, Estimate Submittal	February 2023



ENGINEERING SERVICES
TOWN OF PAONIA

Received
11/4/21
10:30am
@

November 3, 2021

**J. Corinne Ferguson
Town Administrator / Clerk
Town of Paonia, CO
Post Office Box 460
214 Grand Avenue
Paonia, CO 81428**

Re: Proposal for Engineering Services, Pedestrian and Bicycle Bridge over the North Fork of the Gunnison River

Ms. Ferguson:

Odisea is pleased to submit this engineering proposal for the subject project. Being the only civil engineering firm in Paonia we are proud to be able to offer these services in a truly local fashion. Being citizens of the Town, we are excited to have the opportunity to contribute to making it a better place.

Odisea has been in business since the year 2000 and has been performing engineering services all over the State of Colorado, in various locations around the United States, and the world. We pride ourselves on delivering cost effective solutions that meet and exceed the original goals set out by the project owners.

This cover letter is intended to provide our contact information and designate myself as the authorized contact for Odisea able to bind the company. We have received and acknowledge the two addendums that have been released for the RFP.

We hope you will find that our proposal meets your goals for this project. We look forward to having the opportunity to work together again.

Thank you for your time and consideration and we look forward to hopefully continuing our working relationship.

Sincerely,


Jeff Ruppert, P.E.
Principal

jeff@odiseanet.com
(970) 948-5744

Town of Paonia



4. Digital files will include report pdf, XLS survey data, and GIS and/or CAD files for bridge design and maps.

BID PROPOSAL FORM

ENGINEERING SERVICES

Proposal of Odisea LLC Date: 11-04-2021
(Name of Company)

Address: 6 Third St, Paonia, CO 81428

Phone: (970) 527-9540 Contact Person: Jeff Ruppert

Fax: _____ E-Mail: jeff@odiseanet.com

(Hereinafter called "BIDDER"), organized and existing under the laws of the State of Colorado doing business as: Colorado Limited Liability Company
(Sole Proprietor, Partnership, Corporation, etc.)

Town of Paonia, State of Colorado shall be hereafter called "Town."

By submission of this BID, each party to it certifies as to his organization that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

In compliance with your Advertisement for Bids, BIDDER hereby proposes the following bid for all labor, materials, tools, equipment, and professional services for engineering services for the construction of the pedestrian and bicycle bridge, from 4th St. near the Paonia Library across the North Fork of the Gunnison River in Paonia, CO.

PRICE: Bidder acknowledges that he has familiarized himself with the Bid Documents, and schedules affecting the cost. With knowledge of the above documents and conditions, the Bidder agrees to perform the work described in the RFP, and Exhibits "A", attached hereto and

TOTAL COST: LUMP SUM BID TO COMPLETE THE PROJECT, AS DESCRIBED IN THIS RFP:

\$ \$57,600

Office: 970-527- 4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460
www.townofpaonia.com

Town of Paonia



BID PROPOSAL FORM [cont.]

ENGINEERING SERVICES

PROJECT SCHEDULE:

- **HOW SOON CAN BIDDER BEGIN THE PROJECT AFTER NOTICE OF AWARD?** Immediately
- **PROJECTED LENGTH OF TIME TO COMPLETE THE PROJECT?**
3 months

BIDDER:

Name of Company: Odisea LLC

Signature of Bidder: 

Title: Principal/Owner

E-mail: jeff@odiseanet.com

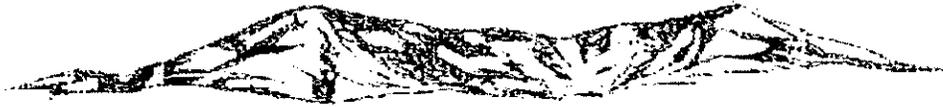
STATEMENT OF QUALIFICATIONS:

(To be completed by both bidder/contractor and any proposed sub-contractors)

The information from the questions below will be used to evaluate the ability of the Bidder to supply products and perform the **WORK/SERVICES** bidder wishes to provide Town of Paonia. Office: 970-527- 4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460

www.townofpaonia.com

Town of Paonia



Answer all **applicable** questions, clearly, and comprehensively. Separate sheets may be attached to include a further explanation or to include additional information.

1. Name of Bidder: Odisea LLC

2. Address: 6 Third Street, Paonia, CO 81428

3. Phone: (970) 527-9540 Fax: _____

4. E-mail: jeff@odiseanet.com Web: www.odiseanet.com

5. Doing business as: Colorado Limited Liability Company
(SOLE PROPRIETOR, PARTNERSHIP, CORPORATION, ETC.)

6. How long have you been engaged in this type of business under your present firm or trade name? 21 Years.

7. What is the character of most of the work performed by your Company?
Civil and Structural Engineering of private and public structures and infrastructure.

8. List and describe the background and experience of the key personnel who will be assigned to this project.

Jeff Ruppert, P.E. - 23 licensed engineer with extensive experience in small bridge design.

Lucille Hunter, P.E. - 13 years with extensive experience designing structures of all types.

Rance Brady, E.I. - 7 years of civil and structural engineering experience.

Andy Ford, E.I. - 5 years of civil engineering experience on pedestrian trails and municipal projects.

9. The state with specificity projects of a similar nature performed by you or your company, within the past eighteen (18) months.

Phase I of the Miners Trail outside of Hotchkiss for Delta County

Hotchkiss Boat Ramp for Delta County

Riverbank Subdivision, Paonia, CO

Office: 970-527- 4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460

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Town of Paonia



10. Provide names and addresses of references that could be contacted concerning your recent work.

Ivo Renkema, ivo@openbook.pub

Wendell Koontz, Delta County, wkoontz@deltacounty.com

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish information requested by the Town of Paonia to verify the information and data provided by the Bidder in this Statement of Bidder's Qualifications.

Dated this 4th day of November, 2021

Bidder: Odisea LLC
[Company Name]

By: 
[Signature of Bidder]

Jeff Ruppert, P.E.
[Print Name]

Title: Principal / Owner

**NOTIFICATION OF IMMIGRATION COMPLIANCE REQUIREMENTS
CERTIFICATION BY CONTRACTOR
RE: ILLEGAL ALIENS
PROJECT NAME:
ENGINEERING SERVICES
PEDESTRIAN and BICYCLE BRIDGE
over the North Fork of the Gunnison River**

Office: 970-527- 4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460
www.townofpaonia.com

Town of Paonia



connecting the Paonia K8 Campus with the Paonia Library [2021-RFP-02]

Date: November 4, 2021

Odisea LLC, ("Contractor" herein) acknowledges that Contractor has been notified of the immigration compliance requirements of C.R.S. § 8-17.5-101, *ET. Seq.* (House Bill 06-1343), and hereby **CERTIFIES** that Contractor understands the following:

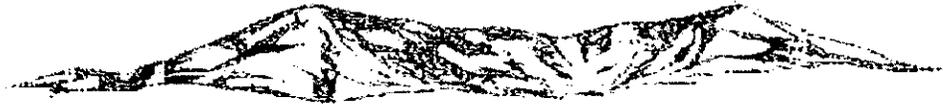
ILLEGAL ALIEN: If Contractor/Consultant has any employees or subcontractors, Contractor/Consultant shall comply with § 8-17.5-101 C.R.S., *et seq.*, regarding Illegal Aliens Public Contracts for Services, and this Contract. By execution of this Contract, Contractor/Consultant certifies that it does not knowingly employ or contract with an illegal alien who will perform work under this Contract and that Contractor/Consultant will participate in either the E-Verify Program or Department Program to confirm the eligibility of all employees who are newly hired for employment to perform work under this Contract.

Contractor/Consultant here also certifies that:

1. The Contractor/Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Contract; or
2. Enter into a contract with a subcontractor that fails to certify to the Contractor/Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this contract;
3. The Contractor/Consultant has confirmed the employment eligibility of all employees who are newly hired for employment to perform Work under this Contract through participation in either the E-Verify Program or Department Program. If the Contractor is not accepted into the E-Verify Program or Department Program before entering into a public contract for services, that the Contractor shall apply to participate in the E-Verify Program or Department Program every three months until the Contractor is accepted or the public contract for services has been completed, whichever is earlier. This provision shall not be required or effective in a public contract for services if the E-Verify Program or Department Program is discontinued;
4. The Contractor acknowledges that the Contractor/Consultant is prohibited from using the E-Verify Program or Department Program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed;

Office: 970-527- 4101 / 214 Grand Avenue / P.O Box 460, Paonia, CO 81428-0460
www.townofpaonia.com

Town of Paonia



5. If the Contractor/Consultant obtains actual knowledge that a subcontractor performing work under the public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall be required to:

(A) Notify the subcontractor and the Town within three days that the Contractor/Consultant has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

(B) Terminate the subcontract with the subcontractor if within three days of receiving the notice required according to subparagraph (A) of this Section 5 the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor/Consultant shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

6. The Contractor/Consultant is required to comply with any reasonable request by the State Department of Labor and Employment ("Department" herein) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102 (5).

7. If a Contractor/Consultant violates a provision of the public contract for services required here in the Town may terminate the contract for a breach of the contract. If the contract is so terminated, the Contractor/Consultant shall be liable for actual and consequential damages to the Town.

8. The Town must notify the office of the Secretary of State if a Contractor/Consultant violates a provision of this Addendum, and the Town terminates the contract for such breach. Based on this notification, the Secretary of State shall maintain a list that includes the name of the Contractor/Consultant, the state agency or political subdivision that terminated the public contract for services, and the date of the termination. A Contractor/Consultant shall be removed from the list if two years have passed since the date the contract was terminated, or if a court of competent jurisdiction determines that there has not been a violation of the provision of the public contract for services required pursuant to Section I. An agency or political subdivision shall notify the office of the secretary of state if a court has made such a determination. The list shall be available for public inspection at the office of the Secretary of State and shall be published on the internet website maintained by the office of the Secretary of State.

9. The Department may investigate whether a Contractor/Consultant is complying with the provisions of a public contract for services required pursuant to Section I. The Department may conduct on-site inspections where a public contract for services is being performed, request and review documentation that proves the

Town of Paonia



citizenship of any person performing work on a public contract for services or take any other reasonable steps that are necessary to determine whether a contractor is complying with the provisions of a public contract for services required pursuant to Section I. The Department shall receive complaints of suspected violations of a provision of a public contract for services (this Addendum) and shall have the discretion to determine which complaints, if any, are to be investigated. The results of any investigation shall not constitute final agency action.

The Contractor/Consultant is hereby notified that the Department is authorized to promulgate rules, by article 4 of title 24, C.R.S., to implement the provisions of C.R.S. § 8-17.5-101, ET. seq.

CONTRACTOR:

Name of Company: Odisea LLC

Address: 6 Third Street, Paonia, CO 81428

Phone: (970) 527-9540

By: 
[Signature]

Jeff Ruppert Nov 4, 2021
[Print Name] [Date]

**Proposal for
Engineering Services
PEDESTRIAN AND BICYCLE BRIDGE
Over the North Fork of the Gunnison River
Town of Paonia, Colorado**

Submission Deadline:
November 4, 2021
11:30 am.

Delivered to:
J. Corinne Ferguson, Town Administrator / Clerk
Post Office Box 460
214 Grand Avenue
Paonia, CO 81428

Delivered by:
Odisea, LLC
Jeff Ruppert, P.E.
6 Third St.
Post Office Box 1809
Paonia, CO 81328
(970) 948-5744
jeff@odiseanet.com



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1. EXECUTIVE SUMMARY

Odisea, a woman-owned consulting engineering firm, is a trusted community partner creating socially and environmentally conscious structure and infrastructure. Odisea delivers creative solutions to challenging projects through effective client collaboration, diligent focus on project objectives, sound holistic engineering, and uncompromising quality. Based on a culture that balances high performance with personal growth, we deliver aesthetic, constructible, and safe designs that serve as an ongoing source of community pride and achievement.

Having executed numerous designs of roadways and pedestrian trail networks, the staff at Odisea are suited to provide the highest level of service to the Town of Paonia on this project. Our experience includes bridge design with intersections, off and on-street sidewalks and pedestrian paths and bridges along the Colorado Front Range and Western Slope. With an emphasis toward multi-modal design, aesthetics, and a common sense, inclusive design approach, the delivered product will satisfy all stakeholders.

Odisea is the only truly local engineering firm to the Paonia area and has experience designing pedestrian trails, roadways, bridges and underpasses in various locations in Colorado. The proposed pedestrian bridge is within one block of our office. We are also very familiar with the north side of the river, having designed the replat of the Riverbank Subdivision that is currently being considered by the Town of Paonia.

Odisea is owned and operated by two Professional Engineers, specializing in both Structural and Civil Engineering, with a combined 35+ years of experience and professional licensure in the states of Colorado, California, Oregon, Arizona, Utah, Texas, Kansas, Georgia, Maryland, North Carolina, and West Virginia. Being the only truly local engineering firm in the North Fork Valley, Odisea is available literally down the street from Paonia Town Hall and therefore available on short notice to respond to Town requests, in-person.

Our team is ideally suited to deliver the services required under this solicitation due to our extensive experience with the design of roadways, pedestrian trails, bridges and associated infrastructure. We are very competitive in cost, are accessible, and available at any time to meet at the project site or Town offices.

Odisea Principals

- Jeff Ruppert, P.E. is a civil engineer with a broad range of both design and construction experience. Jeff has an exceptionally strong background in roadway and pedestrian trail design, bridge inspections, water and wastewater treatment, grading and drainage, construction quality assurance and contract management. He has developed specifications and utility designs for small subdivisions, high-density urban developments, and military installations. His construction background allows him to understand materials science and compliance requirements, as well as communicate with contractors on their level.
- Lucy Hunter, P.E. is a civil engineer with technical and management experience spanning environmental, structural, civil, mechanical and electrical disciplines. Most notably she has overseen the design of military installations with a resident capacity of more than 5,000 personnel. These installations were constructed in the barren landscape of Afghanistan and included the entire infrastructure normally associated with any town in a developed country.

The complexity and level of compliance with modern codes were nothing short of what is necessary to design the inner workings of a small town.

2. PROJECT NARRATIVE

The design process of pedestrian bridges begins by identifying the existing conditions through a topographic survey and site visits. The new bridge design will be based on feedback from the public, the Town of Paonia, and required design standards. Utilities in the work area will be identified and noted for possible conflicts with the new design. Possible conflicts with surrounding parcels at the bridge approaches will be identified.

Odisea is in a unique position to execute this project based on its experience in the immediate area of where the bridge is proposed. Odisea is part of the Riverbank Subdivision design team and is therefore very familiar with the north side of the river. We are also living and working within one block of the proposed bridge location, so this is quite literally “in our backyard.” In 2016, Odisea performed a conceptual bridge design and cost estimate for the Nature Connection, using a swing bridge design by Bridges for Prosperity, adjacent to the Hotchkiss Highway 92 bridge. This experience will allow us to bring that option easily to the table as part of the preliminary design phase. We have experience using Contech and Big R Bridges.

As shown in Section 5 below, Odisea has extensive experience designing steel pedestrian bridges. Some of the issues that need to be investigated up front include an exact location for the bridge within the physical constraints of property boundaries, and a soils analysis on each end of the bridge for abutment design. Crane capacities and reach also need to be considered for placing the bridge, depending on the type of bridge chosen by the Town.

Based on our experience with the surrounding properties, along with available Town property, it appears a bridge with a length of approximately 130 feet will be designed. The North approach to the bridge may need to be raised above existing grade to clear the floodplain with a ramped approach. The configuration of the North approach will depend on if the Riverbank Subdivision is approved in the near future, which would change the physical constraints of that end of the bridge.

A hydrologic model will be created of the existing conditions using FEMA FIRM data and studies. A second HEC-RAS model with the proposed bridge will be created and compared to determine any impacts to the floodplain. A “no-impact” design is the goal to not adversely affect neighboring landowners.

Based on our experience designing pedestrian bridges similar to the one proposed, a pre-fabricated option will likely be proposed as one or more of the three options required as part of the preliminary design. Prefabricated bridges are less expensive than custom-designed bridges simply because the manufacturers of bridges are able to refine their designs due to many years of experience along with the ability to include connection details that are efficient to fabricate in the shop.

Technical means and methods used to execute all of the design work described in this proposal include the use of Autodesk Civil 3D, HEC-RAS, Eneccalc structural engineering software, Microsoft Word and Excel.

The final design will incorporate all of the necessary information for the project to be constructed by the contractor of choice after a bid process.

3. SERVICES

Odisea’s approach to all of our projects is transparent and inclusive. We typically begin by holding stakeholder meetings with all parties who will be directly affected by the project. By doing so we can identify the most pertinent issues up-front and address concerns that could potentially derail a project further along in the design and procurement processes. The Town has identified a stakeholder meeting where three options of the bridge will be presented to the public, along with estimated costs.

The remaining tasks identified in the proposal are comprised of planning and executing the final, detailed design that can be bid and constructed using the plans from this effort.

Following is the design process broken into phases with estimated timelines. Design Costs follow in Section 4.

Phase I – Preliminary Design

This first phase of the project consists of providing three options with cost estimates. The deliverables will be in the form of materials used by the Town in a public presentation. Enough information is required to effectively communicate the limitations and other details, along with cost breakdowns for an informed discussion. This phase will include topographic and boundary surveying for use in both the preliminary and detailed designs, along with geotechnical investigations of both approaches to the bridge for abutment design.

We estimate this phase of the process to take approximately 4 to 5 weeks excluding stakeholder meetings.

Phase II –Permitting Requirements

Research will take place to identify all permitting requirements for the project and a cost estimate for permitting services and fees.

We estimate this phase of the process to take approximately 2 weeks.

Phase III – Final Detailed Bridge Design

The final design phase will include construction documents, structural design of the bridge, surveyed alignments, and a bill of materials. The Town’s property on West 4th Street will be surveyed and staked.

We estimate this phase of the process to take 8 to 12 weeks excluding any stakeholder meetings and Town reviews. This phase will begin parallel to Phase II.

4. COSTS

Phase I – Preliminary Design	\$16,200
Phase II –Permitting Requirements	\$ 2,500
<u>Phase III – Final Detailed Bridge Design</u>	<u>\$38,900</u>
Total Base Contract Fee	\$57,600

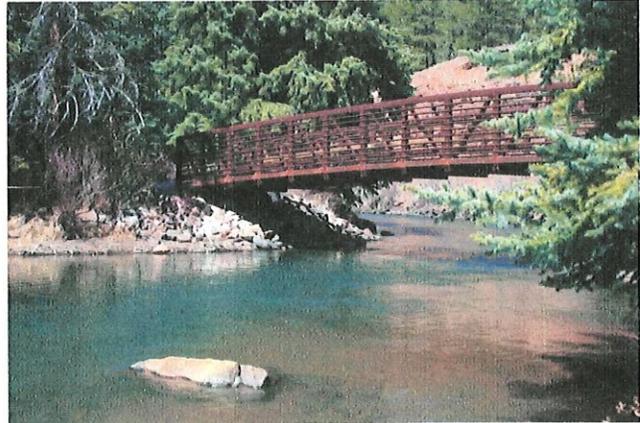
Additional services that are requested will be charged at the rates shown in the attached Fee Schedule.

5. PREVIOUS PROJECTS SIMILAR IN SCOPE

Pine Valley Ranch Open Space Pedestrian Bridges

Jefferson County, CO

Pine Valley Ranch Open Space is located near the Town of Pine in Jefferson County, Colorado. Odisea engineers performed trail alignment, bridge and abutment designs, and hydrologic modeling of the North Fork of the South Platte River for four pedestrian bridges within the open space. These bridges were steel pre-fabricated by Continental Bridge Company (Contech).



Uncover Colorado

Lair o' the Bear Park Pedestrian Bridges

Jefferson County, CO

Lair 'o the Bear open space in Jefferson County is located just outside of Morrison on the Front Range near Denver. Odisea engineers designed five pedestrian bridges connecting various trail alignments along Bear Creek within the open space parcel. The trails within the open space connect to neighboring open spaces along Bear Creek connecting Kittredge to Idledale.



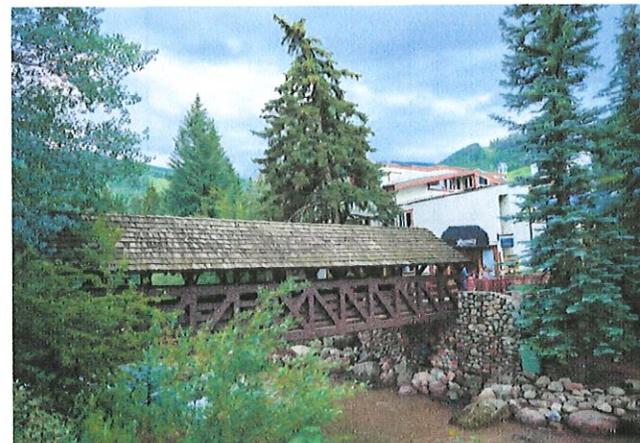
alltrails.com

Vail Covered Bridge Rehabilitation

Town of Vail, CO

The historic Vail Covered Bridge was restored in 1994 based on civil and structural designs created by Odisea engineers.

Components of the design included approach redesign, structural investigation and a detailed rehabilitation of the existing structure. A temporary pedestrian bridge (pre-fabricated steel), approaches, and crane lifting plans were included.



Library of Congress

29 Road Pedestrian Underpass

Mesa County, CO

in 2016 Odisea designed a pedestrian underpass at the north end of the 29 Road bridge over the Colorado river outside of Grand Junction.

The design is comprised of a 10-foot wide concrete path that ties the sidewalks on both sides of the bridge together next to the north bridge abutment.

The scope of work included all signage, lighting, the design of a significant retaining wall and future connections to planned paths in the river corridor. Odisea supplied limited contract administration services.

Construction occurred from late 2017 into 2018.



5th St and Grand Ave Intersection Design

Town of Paonia, CO

Odisea completed a re-design of the intersection of 5th Street and Grand Avenue of Paonia in 2017. Our plans have been used for grant applications and will hopefully result in construction in the not-to-distant future.

Little Dry Creek Pedestrian Trail

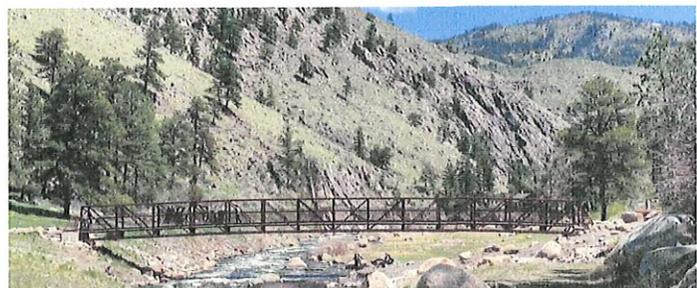
City of Westminster, CO

The City of Westminster commissioned the design and construction of a 2-mile portion of the Little Dry Creek trail between Lowell Blvd and West 76th Avenue. We performed the entire civil design, pedestrian underpass design with associated walls and drainage, grading and hydrologic modeling, and takings delineation.

Viestenz-Smith Mountain Park Bridge

City of Loveland, CO

A pedestrian and maintenance access bridge was designed and installed by Larimer County in 1995 over the Big Thompson River. Services included bridge and abutment design, trail alignment and hydrologic modeling of the bridge over the Big Thompson River considering the catastrophic flood of 1976. The bridge and entire park was demolished in the flood of 2013.



alltrails.com

6. REFERENCES

Municipal Clients

Mesa County, CO

Kevin King, Project Manager/Engineer

200 S. Spruce Street
Grand Junction, CO 81501
(970) 255-7147
kevin.king@mesacounty.us

Odisea just completed the design of a pedestrian underpass for Mesa County and Kevin King is our main point of contact.

Town of Cedaredge, CO

Greg Brinck, Former Town Administrator

235 W. Main St.
Cedaredge, CO 81413
(970) 856-5000
manager@cedaredgecolorado.com

Odisea is currently the town engineer for Cedaredge. The position includes waterline replacement designs, pedestrian and roadway bridge designs, and general infrastructure consulting and design.

Tom Magness

Former Commander

U.S. Army Corps of Engineering
Afghanistan Engineer District – North
(760) 267-1335
lbihank@msn.com

Colonel Magness oversaw all projects and personnel in Northern Afghanistan for the USACE during Odisea's experience in that conflict zone. His leadership was instrumental in opening up opportunities for women in construction and establishing local trade groups in the Afghan marketplace for construction related activities.

Character References

Aaron Harber

Owner/Client

North 119th St.
Lafayette, CO 80026
(303) 666-6161
aharber@msn.com

Odisea has been the lead planner for Aaron on his property near Erie, Colorado. Golden Run is the last 320-acre parcel in Boulder County formally designated by multiple government entities (Boulder County, the City of Lafayette, and the Town of Erie via their 1994 Intergovernmental Agreement) for high-density development by the Town of Erie and may be the last large parcel available for this kind of development anywhere in all of Boulder County.

Dennis Freitas

Former Deputy Vice President

Technologists Inc.
1700 North Moore Avenue, #1905
Rosslyn, VA 22209

**Proposal for Engineering Services for a Road Realignment and Sidewalk Improvements
Paonia, CO
Page 7 of 10**

(775) 720-1983

DLFreitas@aol.com

Both Principals of Odisea were employed by Dennis at Technologists, Inc. and reported directly to him during their work between 2009 and 2012. Technologists, Inc. is a \$200 million construction company working primarily in Afghanistan for the U.S. Army Corps of Engineers and USAID.

Frederick Zimmer

Elemental Design + Build

P.O. Box 1554

Paonia, CO 81428

(970) 497-9477

frederick@elementaldb.com

Odisea has provided engineering services to Frederick on residential and commercial projects in the North Fork Valley area.

APPENDIX A: RESUMES OF KEY PERSONNEL

**Resume of
JEFF RUPPERT, P.E.**

P.O. Box 1809, Paonia, CO 81428
Phone: +1 (970) 527-9540
jeff@seisolarpros.com

PROFESSIONAL HISTORY

SEI ENGINEERING, LLC (January 2015 to Present)
Owner/ Chief Executive Officer

Paonia, Colorado

SEI Engineering is an electrical, civil and structural engineering firm in the photovoltaic industry and is affiliated with Solar Energy International, regarded as the gold-standard for training in the PV industry. SEI Engineering is the consulting arm of Solar Energy International. More information can be found at www.seisolarpros.com.

I began as the business manager of SEI Engineering and have overseen its growth into a world-class, full-service engineering firm in the PV industry. We provide a one-stop engineering service to EPCs and developers on large commercial and utility-scale PV project across the U.S. SEI Engineering, also known as SEI Professional Services, is ranked #39 in the top 500 of the largest solar contractors by Solar Power World in 2020.

ODISEA LLC (January 2000 to Present)
Principal/Co-Owner

Paonia, Colorado

Odisea is a civil and structural engineering firm serving the Intermountain West region of the U.S. More information can be found at www.odiseanet.com.

I formed Odisea in Boulder, Colorado in 2000 as a design-build construction company. We were prime or subcontractors on dozens of residential and commercial project in the Rocky Mountain states of Montana, Wyoming, Colorado and New Mexico. Odisea has been solely an engineering firm since 2006 and serves local municipalities and private entities as a trusted partner in their development activities.

TECHNOLOGISTS INC. (November 2009 to April 2012)
Senior Technical Advisor and Director, Planning and Monitoring Division

Kabul, Afghanistan

Ti is a U.S.-based design/build construction company participating in the Afghanistan rebuilding effort providing infrastructure, and new and renovated security installations primarily for the U.S. Army Corps of Engineers (USACE) across Afghanistan. Types of projects include highways, wastewater treatment plants, primary power generation facilities, and Afghan National Security Force (ANSF) installations for up to 5,000 personnel.

As Senior Technical Advisor I trained dozens of Afghan civil and structural engineers to comply with USACE / DoD regulations and contract requirements as they delivered designs for military and civilian infrastructure. As the Director of the Planning and Monitoring Division I oversaw quality, safety and contractor management programs. My entire staff was made up of Afghan nationals who dedicated their careers to the redevelopment of their country.

STRAWCRAFTERS LLC (1996 to 1999)
Principal/Co-Owner

Boulder, Colorado

StrawCrafters was a pioneering element in straw bale and natural/green construction in the late 1990's. While short-lived it represented a quantum leap in the green construction community of Colorado and the entire Western U.S.

StrawCrafters was created in 1996 as a design/build company focusing on residential and light commercial straw bale construction. I acted as general contractor on the first four custom home projects and oversaw the design and engineering of dozens of projects working with a handful of architects and engineers.

LORIS & ASSOCIATES (1993 to 1996)
Staff Engineer/EIT

Boulder, Colorado

Loris & Associates is a civil and structural engineering firm specializing in urban and suburban development. Their strengths are in the pedestrian and transportation sector with an emphasis on bridges and roadway structures.

- Structural and civil design of residential, commercial and institutional projects, including retaining walls, site grading, drainage and hydrology.
- Civil design of approach roadways to bridges, hydraulic structures, hydrological analysis of floodplains and impacts of development on waterways using HEC-RAS.
- Bridge design, inspection and rehabilitation.
- Civil designs of pedestrian trail networks and bridge underpasses along drainage corridors.

EDUCATION AND PROFESSIONAL LICENSURE

- Bachelor of Science in Civil Engineering (August 1993)
California State University, Fresno
- Registered Professional Engineer in AR, CA, CO, DC, FL, GA, HI, IL, IN, KS, MA, MD, MI, MN, MO, MT, NC, NJ, OH, OK, OR, RI, SC, TX, UT, VA, WA, WI, WV
- USACE CQCM for Contractors (2011)

COMPUTER LITERACY

- AutoCAD, Architectural Desktop and Civil 3D
- Autodesk Revit
- Autodesk Storm and Sanitary Analysis
- STAAD Pro
- RISA(2&3D)
- RetainPro and Enercalc
- HEC-RAS
- Microsoft Office Suite
- Mac OS X and Microsoft Windows
- PHP, HTML and MySQL

PROFESSIONAL AFFILIATIONS

- Co-Founder and former Chairman of the Natural Building Alliance (501(c)(3))
- Member/Trainer, Builders Without Borders
- Former Executive Board Member, Architects, Designers and Planners for Social Responsibility (ADPSR)
- Member, American Society of Civil Engineers (ASCE)
- Former Board Member, Green Prairie Foundation for Sustainability
- Publisher/Owner, The Last Straw Journal, The Quarterly Journal of Straw Bale and Natural Building

Lucille L. Hunter, P.E.

lucy@odiseanet.com • 970 270 7353 • P.O. Box 1809, Paonia, CO 81428

Professional Experience

Design Management, Structural and Environmental Engineering. Technical background with broad multidisciplinary understanding. Results and client oriented with an understanding of the importance of completing projects on time and within budget. Strong leadership, organizational, analytical, and communications skills. History of longevity with employers, excelling and advancing within each organization.

Professional History

2012 – Present **Principal** **Odisea, LLC** **Paonia, CO, USA**
Odisea, LLC is a multi-discipline engineering and consulting firm with experience ranging from the design and construction of sustainable building to the planning, design, and construction of military and paramilitary installations in contingency environments. We specialize in: urban planning; residential and commercial design; civil, environmental, and structural engineering; and water and wastewater treatment systems design.

2010 – 2012 **Technologists, Inc.** **Kabul, Afghanistan**
Technologists, Inc. (Ti) is an engineering and construction management consulting company based in the United States with operations in Afghanistan, Dubai, Saudi Arabia, and Haiti. Ti's Afghanistan operations include management, cost and contracting, planning and monitoring, construction management, design, capacity building, procurement, logistics, and production and manufacturing. Contracts range from \$2M - \$100M, with many projects simultaneously under construction. Projects include roads, bridges, power generation facilities, wastewater treatment plants, and police and military installations that include complete site and facility design. Designs include architecture, civil, structural, mechanical, electrical, plumbing, specifications, and quality assurance/quality control adhering to internationally accepted U.S. industry standards and applicable codes.

Director of Design Division (2010-2012)

- Manage up to 40 Architects and Engineers.
- Monitor progress and performance of design teams.
- Responsible for training and professional development of staff.
- Develop staffing level and work load analyses, division budgets, standard operating procedures, and write material for company website and publications.
- Report directly to the Deputy Vice President, Vice President, and President of the company.
- Extensive experience with the U.S. Army Corps of Engineers (USACE) including QCS/RMS and ProjNet DrChecks quality management, contract administration, and design review programs for correspondence including serial letters, RFIs, variation requests, design submittals, and contract modifications.
- Proficient in contract review and implementation, construction site support, and coordination with other divisions within the company as well as management of overseas consultants to ensure accuracy and efficiency throughout the design-build process and adherence to the project schedule.

Senior Engineering Advisor (2010)

- Supervised, advised, and mentored Architects and Engineers throughout the design-build process.
- Reported directly to the Director of Design Division.
- Managed projects within the Design Division, meeting regularly with design, construction, and procurement personnel within the company as well as USACE representatives in order to streamline the design-build process.
- Coordinated with consultants overseas and between Design Division, client, and regulatory agencies.
- Reviewed contracts, specifications, reports, and construction documents in order to reduce errors, omissions, and discrepancies and to ensure adherence to codes and standards, project scope of work, technical requirements, and consistency throughout the project from discipline to discipline.

2004 – 2009

Building Concepts, Inc.

Minden, NV, USA

Building Concepts, Inc. is a consulting, engineering, architecture and residential design firm specializing in residential and light commercial projects throughout Northern Nevada and California.

Senior Engineer (2008-2009)

- Responsible for oversight of Junior Engineers and Structural Drafters.
- Contract administration including contract negotiation, bidding, development, administration, and interpretation.
- Performed structural calculations for high-end residential and commercial projects consisting of wood framing, special moment resisting frames (SMRFs), structural steel, reinforced concrete, and concrete masonry unit (CMU) design.
- Performed heat loss and energy calculations for building envelopes.
- Determined and applied design loads, specified materials and systems, detailed construction elements, and ensured code compliance.
- Specialization in high snow load, high seismic activity regions.
- Conducted structural observation and compliance verification.

Staff Engineer (2004-2008)

- Performed structural calculations for high-end residential and commercial projects consisting of wood framing, special moment resisting frames (SMRFs), structural steel, reinforced concrete, and concrete masonry unit (CMU) design.
- Performed heat loss and energy calculations for building envelopes.
- Determined and applied design loads, specified materials and systems, detailed construction elements, and ensured code compliance.
- Specialization in high snow load, high seismic activity regions.
- Conducted structural observation and compliance verification.

2000 – 2004

Avalex Inc.

South Lake Tahoe, CA, USA

Avalex Inc. is a civil engineering and environmental consulting firm specializing in civil engineering design, water resources engineering, waste management, and environmental services.

Staff Engineer (2002-2004)

- Environmental Engineering including site investigation and remediation design.
- Projects included Environmental Site Assessments, underground fuel storage tank removal and remediation, contaminated groundwater and soils remediation, hazardous waste site investigation and remediation, and landfill monitoring.
- Prepared reports for clients and regulatory agencies and performed data collection and analysis.

Engineer Technician (2000-2002)

- Performed data collection and analysis and assisted with report preparation for clients and regulatory agencies.

Professional Licensure

Registered Professional Engineer (Civil)

CA License C 72641 (January 2008)

CO License PE 46885 (October 2012)

AZ License Civil 54644 (March 2013)

Education

Bachelor of Science in Civil Engineering (June 2002)

University of California at Davis

Graduated with honors

Software Proficiency

AutoCAD, Enercalc, RetainPro, Visual Analysis, WoodWorks, Microsoft Office Suite, Microsoft Windows and Mac OS X Yosemite

APPENDIX B: FEE SCHEDULE

2021 Fee Schedule

Service	Rate
Principal Engineer	\$140/hr
Staff Engineer	\$95/hr
Drafting	\$75/hr
Revit Modeler	\$90/hr
Architect	\$140/hr
Construction Administration	\$95/hr
Administrative Tasks	\$45/hr
Sub-Consultants	
Sub-consultants such as Engineers, Architects, Surveyors, etc. will be billed at cost plus 10% for administrative costs if contract is on an hourly basis, otherwise it is included in the contract fixed fee.	
Administrative Rates	
Mileage	\$0.58/mile
24"x36" Plan Prints	\$2.00/sht
11"x17" and 12"x18" Plan Prints	\$0.85/sht
8.5"x11" Copies	\$0.10/copy

Notes:

1. All rates shown above apply to billing against both time-and-material and fixed fee contracts.
2. Mileage applied shall be applied for one-way unless otherwise agreed before departure. Mileage will not be applied to fixed fee contracts.
3. These rates may vary from project to project, but the above rates shall apply unless otherwise agreed upon before commencement of work.

AGENDA SUMMARY FORM



2022 Municipal Election Intergovernmental Agreement

Summary:

Included in the packet are the IGA agreement and exhibit between the Town and County for the Town to participate in the 2022 coordinated election.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

INTERGOVERNMENTAL AGREEMENT

This Agreement between the County Clerk and Recorder of Delta County (hereafter Clerk) and the Town of Paonia (hereafter Town) is to specify terms and procedures for the conduct of the 2022 Municipal Election which is scheduled for April 5, 2022.

1. **PURPOSE:** Pursuant to the terms of this agreement the Clerk and the Town agree to the scheduling of a Municipal Mail Ballot Election on April 5, 2022. This election shall be under the provisions of Title 1 of the Colorado Revised Statutes.
2. **DELEGATION OF AUTHORITY:** The Town, hereby delegates and transfers to the Clerk all such power, authority and duties which reside in the Town for the purpose of conducting the election.
 - The respective responsibilities between the Clerk and the Town shall be described on Exhibit A
 - It is the Town's responsibility to notify each County and enter into multiple intergovernmental agreements if the Political Subdivision encompasses territory within multiple counties
 - Upon notice from the Town, the Clerk will coordinate with each additional county that the Town encompasses
3. **VOTER SERVICE AND POLLING CENTER LOCATIONS:** Voter Service and Polling Center Locations are available for voters to register to vote, change address, request ballots or replacement ballots, vote and/or deposit mail ballots.
4. **ADDRESS LIBRARY:** The Clerk will send a list of addresses within the political subdivision and the Town will certify that the list is true and correct. Any discrepancies to the address library will need to be communicated to the Clerk no later than sixty days prior to the election.
5. **ELECTION JUDGES:** All Election Judges will be the responsibility of the Clerk.
6. **LEGAL NOTICES:** Pursuant to 1-5-205 published and posted notice of election, which is required to be published no later than 20 days before the election, will be the responsibility of the Clerk. All legal notices concerning the Town which are to be published prior to certification of the ballot content to the Clerk shall be the responsibility of the Town.
7. **BALLOT CONTENT:** In accordance with Colorado law, the ballot content must be certified to the Clerk by the Town, in its exact and final form, no later than 4:30 p.m. on February 4, 2022 electronically in plain text format to elections@deltacounty.com.
 - The ballot content must be certified in the order in which it will appear on the ballot
 - The Clerk will number the ballot issue's according to the order in which the measures are certified
 - To avoid ballot space issues, the Clerk requests that each issue and question is not more than 250 words
 - All caps are reserved for TABOR issues only per C.R.S. 1-40-115
 - The Clerk will not provide legal advice
 - The Clerk's office will provide a copy of the ballot layout to the Designated Election Official, or their designee, for proofreading before printing ballots
 - The Designated Election Official will return a signed copy of the ballot layout stating the wording is correct within 2 hours of receiving a proof
8. **TABOR NOTICES:** The Town shall follow the 2022 Tabor Notice Calendar with regard to filing dates, form, etc. to be filed with the Clerk. The Clerk will be responsible for the mailing of the Tabor notices.
 - February 18, 2022 is the last day to file written comments concerning local ballot issues with the Designated Election Official (Town)
 - February 21, 2022 is the last day for the Designated Election Official (Town) to deliver ballot issue notice to the Clerk
 - March , 2022 the Clerk will mail notice of a ballot issue election
9. **TESTING AND AUDITING:** Conduct of the required tests and audits of the voting system prior to and after the Election pursuant to C.R.S. 1-7-509 will be the responsibility of the Clerk. The county will convene a Testing and Risk Limiting Audit Board.
10. **CONDUCT OF THE MUNICIPAL ELECTION:** The Clerk will be responsible for coordinating and conducting the election in accordance of The Colorado Constitution, Colorado Revised Statutes, Secretary of State Election Rules, and HAVA requirements.
11. **VERIFICATION OF SIGNATURES:** In accordance with C.R.S. 1-7.5-107.3 the Clerk will be responsible for signature verification. Electors shall have until 8 days after the election to return the signature discrepancy affidavit and have their ballot counted.
12. **TABULATION OF BALLOTS:** All processes relating to the tabulation of ballots will be the responsibility of the Clerk.
 - Preliminary unofficial results will be available on the Delta County website, www.deltacounty.com under news alerts on election night by 8:00 p.m. and will be updated once the tabulating is complete on Election Night
 - Hard copies of the unofficial results will be available in the office election night or if requested emailed the following morning

13. **CANVASS OF VOTES:** The canvass of votes will be the responsibility of the Clerk. Official results of the canvass will be provided to all Municipalities participating in the Municipal Election.
14. **ALLOCATION OF COST OF ELECTION:** The Clerk will determine the cost allocation for each political subdivision participating in the Municipal Election.
- The Town will reimburse the Clerk for its fair share of the costs, including but not limited to, publication cost, printing costs, mailing costs, judges' fees, employee overtime and mileage
 - The Town shall promptly pay the Delta County Clerk & Recorder in full with-in thirty days unless arrangements have been made ahead of time
 - The Town will need to supply the Clerk with contact information, including mailing address and electronic address for the Designated Election Official and any backup personnel if available
15. **CANCELLATION OF ELECTION:** An election may be cancelled when:
- The governing body may also provide that, if the only matter before the voters is the election of persons to office and if, at the close of business on the sixty-third day before the election, there are not more candidates than offices to be filled at such election, including candidates filing affidavits of intent, the clerk, if instructed by resolution of the governing body, shall cancel the election and by resolution declare the candidates elected
 - Notice of such cancellation shall be published, if possible, in order to inform the electors
 - No later than twenty-five days before an election conducted as a Municipal election in November, and at any time prior to any other elections, a governing body may by resolution withdraw one or more ballot issues or ballot questions from the ballot
 - The ballot issues and ballot questions shall be deemed to have not been submitted and votes cast on the ballot issues and ballot questions shall either not be counted or shall be deemed invalid by action of the governing body
 - Any expenditure already incurred shall be the responsibility of the Town in the event the election is cancelled
16. **VENUE:** Venue for any dispute hereunder shall be in the District Court of Delta County.
17. **INDEMNIFICATION:** The Town agrees to indemnify, defend and hold harmless the Clerk from any and all loss, costs, demands or actions, arising out of or related to any actions, error or omissions of the Town in completing its responsibilities relating to the April 5, 2022 Municipal Election.

DELTA COUNTY CLERK AND RECORDER

TOWN OF PAONIA

DATE _____

DATE _____

THIS AGREEMENT MUST BE SIGNED AND RETURNED TO THE DELTA COUNTY CLERK AND RECORDER BY CLOSE OF BUSINESS JANUARY 25, 2022

Responsibilities

County Clerk	Special/Municipal District
Accept Voter Registration	
Prepare and Submit Mail Ballot Plan to Secretary of State	Petition process in accordance with C.R.S. 31-10-302
Sign Intergovernmental Agreement (70 Days) C.R.S. 1-7-116(2)	
Appoint Election Judges	Certify Ballot Content to County Clerk (60 Days) C.R.S. 1-5-203(3)(a)
Program Ballot	
Print Ballots	
Hardware Testing	Ballot Issue Notices-Collect written comments (45 Days[If applicable]) 1-7-901(4)
Public Logic and Accuracy Testing	
Assemble & Mail ballot packets (22 Days) C.R.S. 1-7.5-107(3)(a)	Deliver Ballot Issue Notice to County Clerk (42 Days) C.R.S. 1-7-904
Mail Ballot Issue Notice (30 Days) Art. X Sect 1(7.5)(b)/C.R.S. 1-1-106(5)	
Receive and Process returned Ballots	
Legal Notices-Clerk will publish 20 Day Notice per C.R.S. 1-5-205	
Election Day - Office Hours 7:00 A.M. to 7:00 P.M.	
Canvass Election Returns	Canvass Election Returns
Certify Election Results	Certify Election Results

Estimated Cost of Election

Election Cost Breakdown	
Ballot Issue Notice - Only if there is a Tabor question.	\$450.00
Estimated Election Cost	\$2,100
Total Estimated Cost	\$2,550.00

*Estimated costs reflects 1087 Active voters. Cost may change depending on participation from other entities.

AGENDA SUMMARY FORM



Board Consideration of Final Grant Expenditure for CDOT Revitalize Main Street

Summary:

Staff requests permission to expend the final \$4,987.71 of the Revitalize Main Street CDOT Grant. The grant expires 12/31/2021.

Notes:

Staff requests Board approval to expend the final available CDOT grant funds on the following:

To address Grand Avenue public restroom requests in 2022 while we consider permanent options, shade seating in Poulos Park, and updates to Town Hall restrooms with the installation of changing stations.

(Approximate costs)

Rental of portable restroom and hand washing stations for 2022: \$3,600.

Purchase and installation of two (2) changing stations: \$750.

Purchase and installation of accessible shade seating: \$625.

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

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

Final expenditure 12.14.21 RO

CDOT
CAN-DO-CO - REVITALIZING DOWNTOWN

GRANT AMOUNT	46,342.00	
TOWN MATCH	21.89	(21.89)
EBRETT TIME	2,773.00	
EBRETT SOFTWARE	99.00	
MBACHRAN MASKS	750.00	
STUDIO MW, LLC	990.31	
NF VALLEY CREATIVE COALITION		1,000.00
PAONIA CHAMBER OF COMMERCE		500.00
TOTAL	52,454.31	1478.11

DATE	INVOICE#	VENDOR	AMOUNT	METHOD	CK#	CK DATE	AMOUNT	GRANT	TOWN
8/31/2020	18696	PEAK SPIRITS LLC	350.00	CK	47999	9/9/2020	350.00	318.18	31.82
9/1/2020	10-962619	ECONO SIGN	1,201.12	CK	48016	9/23/2020	1,201.12	1,091.93	109.19
9/2/2020	1582	CO CANOPIES LLC	705.00	CK	T47980	9/9/2020	705.00	640.91	64.09
9/3/2020	2020-093020	SUSIE KALDIS DESIGNS	275.00	CK	48004	9/9/2020	275.00	250.00	25.00
9/3/2020	9032020	HIGH COUNTRY PRINTING	84.22	CK	48018	9/23/2020	84.22	76.56	7.66
9/7/2020	42548	DOUBLE J DISPOSAL	52.50	CK	48015	9/23/2020	52.50	47.73	4.77
9/7/2020	42548	DOUBLE J DISPOSAL	52.50	CC			52.50	47.73	4.77
9/23/2020	42700	DOUBLE J DISPOSAL	(52.50)	CK		10/14/2020	(52.50)	(47.73)	(4.77)
9/23/2020	42700	DOUBLE J DISPOSAL	401.00	CK		10/14/2020	401.00	364.55	36.45
							3,068.84	2,789.85	278.99
10/1/2020	175018	SCOTT'S PRINTING DESIGN	232.77	CK	48072		232.77	211.61	21.16
10/1/2020	175066	SCOTT'S PRINTING DESIGN	204.82	CK	48072		204.82	186.20	18.62
10/6/2020	100620	SUSIE KALDIS	900.00	CK	48074		900.00	818.18	81.82
10/2/2020	18897	HIGH COUNTRY PRINTING	747.14	CK	48051		747.14	679.22	67.92
9/3/2020		DOUBLE J DISPOSAL	222.25		CC-092320		222.25	202.05	20.20
9/30/2020	100520	ELAINE M BRETT	250.77	CK	48035		250.77	227.97	22.80
9/30/2020	78467	HIGH COUNTRY SHOPPER	101.60	CK	48052		101.60	92.36	9.24
10/2/2020	2010-143645	DEPENDABLE LUMBER	14.97	CK	48122		14.97	13.61	1.36
10/3/2020	2010-143963	DEPENDABLE LUMBER	39.92	CK	48122		39.92	36.29	3.63
10/3/2020	2010-143982	DEPENDABLE LUMBER	60.41	CK	48122		60.41	54.92	5.49
10/1/2020	66291	PAONIA FARM & HOME	35.96	CK	48140		35.96	32.69	3.27
10/3/2020	66579	PAONIA FARM & HOME	34.99	CK	48140		34.99	31.81	3.18
10/3/2020	66587	PAONIA FARM & HOME	64.45	CK	48140		64.45	58.59	5.86
10/3/2020	66606	PAONIA FARM & HOME	35.23	CK	48140		35.23	32.03	3.20
10/5/2020	66655	PAONIA FARM & HOME	40.00	CK	48140		40.00	36.36	3.64
10/7/2020	66923	PAONIA FARM & HOME	6.99	CK	48140		6.99	6.35	0.64
9/28/2020	263066	HAYS DRUG	7.89	CK	48050		7.89	7.17	0.72
10/2/2020	751165469	DIAMOND VOGEL	1,733.79	CC	CC-100220		1,733.79	1,576.17	157.62
							4,733.95	4,303.59	430.36
9/25/2020	9252020	HIGH COUNTRY PRINTING	32.20	CK	48098	10/28/2020	32.20	29.27	2.93
10/1/2020	751165378	DIAMOND VOGEL	106.00	CC	CC-093020		106.00	96.36	9.64
10/2/2020	751165475	DIAMOND VOGEL	306.82	CK	CC-100220		306.82	278.93	27.89
10/21/2020	10212020	ROOP EXCAVATING LLC	1,550.00	CK	48107	10/28/2020	1,550.00	1,409.09	140.91
11/2/2020	751166243	DIAMOND VOGEL	183.00	CC	CC102920		183.00	166.36	16.64
10/29/2020	43129	DOUBLE J DISPOSAL	61.00	CK	48124	11/11/2020	61.00	55.45	5.55
10/31/2020	2889505	FEATHER PETROLEUM CO	167.16	CK	48128	11/11/2020	167.16	151.96	15.20
10/31/2020	5571220	FEATHER PETROLEUM CO	51.00	CK	48128	11/11/2020	51.00	46.36	4.64
10/31/2020	5026485	FEATHER PETROLEUM CO	37.00	CK	48128	11/11/2020	37.00	33.64	3.36
10/31/2020	5026410	FEATHER PETROLEUM CO	24.00	CK	48128	11/11/2020	24.00	21.82	2.18
10/31/2020	5026460	FEATHER PETROLEUM CO	36.66	CK	48128	11/11/2020	36.66	33.33	3.33
10/31/2020	5026418	FEATHER PETROLEUM CO	18.40	CK	48128	11/11/2020	18.40	16.73	1.67
10/31/2020	5026420	FEATHER PETROLEUM CO	24.25	CK	48128	11/11/2020	24.25	22.05	2.20
11/19/2020	1023	IRA HOUSEWEART METALWORKS LLC	2,000.00	CK	48171	11/25/2020	2,000.00	1,818.18	181.82
12/31/2020	1023	IRA HOUSEWEART METALWORKS LLC	2,000.00	CK	48328	1/26/2021	2,000.00	1,818.18	181.82
			14,400.28				14,400.28		
12/31/2020		DEPENDABLE LUMBER	20.57	CK			20.57	18.69	1.88
11/27/2020	10291	STUDIO MW, LLC	3,961.24	CK	48234	12/16/2020	3,961.24	3,600.05	361.19
11/27/2020	10291	STUDIO MW, LLC	990.31	IN-KIND DONATION			990.31	900.01	90.30
12/1/2020	12012020	ELAINE M BRETT	2,773.00	IN-KIND DONATION			2,773.00	2,520.16	252.84
		MARY BACHRAN (MASKS)	750.00	IN-KIND DONATION			750.00	681.61	68.39
1/11/2021	1112021	ELAINE M BRETT	99.00	CK		2/10/2021	99.00	89.97	9.03
12/17/2020		HIGHLAND	3,960.00	CK		2/10/2021	3,960.00	3,598.92	361.08
							12,554.12	11,409.42	1,144.70
2/12/2021		PETER MARSHALL	800.00	CK			800.00	727.27	72.73
4/1/2021		PETER MARSHALL	5,975.00	CK			5,975.00	5,431.82	543.18
4/4/2021		HIGHLAND	5,593.00	CK			5,593.00	5,084.55	508.45
7/28/2021		SHADESCAPE	669.20	CK			669.20	608.36	60.84
7/29/2021		PETER MARSHALL	7,475.00	CK			7,475.00	6,795.46	679.54
							20,512.20	18,647.46	1,864.74
		REMIANING AVAILABLE	4,987.71				4,987.71	4,532.93	454.78

TOTAL	52,454.31	TO DATE:	52,454.31	47,680.97	4,773.34
BALANCE REMAINING	-			1,338.97	

TOTAL EXP	18,382.09	16,709.91	1,672.18
TOTAL IN-KIND	4,513.31	4,101.78	411.53
TOTAL 2021	24,571.20	22,336.35	2,234.85
	47,466.60	47,466.60	
	(4,987.71)		

Continental 8252-H Details

The Continental 8252-H horizontal baby changing table is designed to provide reliable strength and years of service.

Bag hooks on either end of the changing table allows for the child's diaper bag to be securely hung for easy access, while the second hook is available for a purse, shopping bag, jacket, etc.

Concave shelf design provides a deep area for the child to lay, preventing them from rolling around while the heavy-duty safety strap provides an additional level of child security. Safety belt with cam-buckle is adjustable with one hand for safety and convenience. The belt has an easy to clean, non-absorbent PVC coating.

Both the horizontal and vertical style changing tables have a molded-in dual liner dispenser that each accommodate approximately 50 of the plastic lined bed liners, creating a barrier between your child and the changer.

Unit protrudes 4" from the wall which allows for installation in the smallest of rooms. All hardware is included for convenient installation.

Dimensions:

Width: 34 1/4"

Depth: 4"

Height: 18"

All units feature easy to read ANSI compliant labels (ANSI Z535.3 and ANSI Z535.4) and comply with ASTM F2285-04 "Standard Consumer Safety Specifications for Diaper Changing Tables in Commercial Facilities."

AGENDA SUMMARY FORM



Advisory Water Committee Chair Appointment

Summary:

Resignation of Trustee Meck as Board liaison of the Advisory Water Committee and Board discussion and appointment of new liaison.

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Trustee Budinger	Trustee Johnson	Trustee Knutson
Trustee Meck	Trustee Smith	Trustee Thompson	Mayor Bachran

AGENDA SUMMARY FORM

	<p>Open Planning Commission Seat - Mayoral Appointment</p>		
<p>Summary: Mayoral appointment of open planning commission seat.</p>			
<p>Notes:</p> <p>Link to Municipal Code – Planning Commission https://library.municode.com/co/paonia/codes/municipal_code?nodeId=CH2AD_ART6PLCO</p>			
<p>Possible Motions:</p> <p>Motion by: _____ 2nd: _____ vote: _____</p>			
Vote:	VACANT	Trustee Budinger	Trustee Johnson
Trustee Knutson	Trustee Meck	VACANT	Mayor Bachran:

December 9, 2021

	Paonia Tree Board - Board of Trustees Liaison Appointment		
Summary: Updated appointment for tree board.			
Notes: Sec. 2-7-20. - Membership; terms. The <i>Tree Board</i> shall consist of a minimum of two (2) and a maximum of six (6) volunteer community members, who need not reside within the limits of the Town and one (1) member of the <i>Board of Trustees</i> . Members shall serve without compensation. There will be a chair and secretary of the <i>Tree Board</i> , as chosen by majority vote of its members. All <i>Tree Board</i> members shall be appointed by the <i>Board of Trustees</i> . The terms of office for the <i>Tree Board</i> shall be two (2) years renewable by the <i>Board of Trustees</i> ; and the member of the <i>Board of Trustees</i> consistent with his/her term of office.			
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:

December 9, 2021

Mayor's Report

Grant Sources Being Investigated

- CDPHE
 - Small community water grants
 - WIIN disadvantaged community water grants
 - Engineering/design planning grants
- Gunnison Basin grants
 - Water storage loans/grants
- USDA
 - Water & Wastewater Disposal Loan and Grant Program
- CO Water Conservation Board
 - Water and Storage Supply Projects

Grants Being Written/Rewritten

- CDOT
 - Revitalizing Main Streets – 5th and Grand Intersection Remodel ~\$720,836.40

AGENDA SUMMARY FORM



Ad Hoc Committee, Commissions, and Board Reports as Needed

Summary:

Ad Hoc Committees
Advisory Water Committee
Planning Commission
Tree Board
Zoning Board of Adjustments & Appeals

December 9, 2021

AGENDA SUMMARY FORM

	Adjournment		
Summary:			
Notes:			
Possible Motions:			
Motion by: _____ 2 nd : _____ vote: _____			
Vote:	Trustee Budinger	Trustee Johnson	Trustee Knutson
Trustee Meck	Trustee Smith	Trustee Thompson	Mayor Bachran

December 9, 2021