



TOWN OF PAONIA
214 GRAND AVENUE
REGULAR TOWN BOARD MEETING AGENDA
TUESDAY, JANUARY 24, 2023 6:30 PM
[HTTPS://US02WEB.ZOOM.US/J/84055479743](https://us02web.zoom.us/j/84055479743)
MEETING ID: 840 5547 9743
ONE TAP MOBILE
17193594580

Roll Call

Approval of Agenda

Announcements

Recognition of Community & Guests

Consent Agenda

[Disbursements](#)

[Special Event Permit: Friends of NFSIS](#)

Staff Reports

[Town Administrator's Report](#)

[Finance/Treasurer Report](#)

New Business

[Resolution 2023-03: Appointment of Town Clerk](#)

Discussion of Town Policy Related to Employee Training

Discussion: United Business Bank Line of Credit Renewal

[Tree Board: Yearly Goals and Work Requests](#)

[North Fork Pool, Parks & Recreation: GOCO Grant Request](#)

[Ordinance 2023-01 Repealing the Advisory Water Committee](#)

Acceptance of Staff Recommendation on Water/Sewer Capital Improvements and Funding

Committee Reports

Finance: Weber & Smith

[Parks: Knutson & Stelter](#)

[Streets: Valentine & Markle](#)

Water/Sewer/Trash/AWC: Weber & Markle

Personnel: Smith & Valentine

[Public Safety: Knutson & Stelter](#)

[Paonia Tree Board: Trustee Valentine](#)

How Did We Do?

Adjournment

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

I. RULES OF PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

II. CONSENT AGENDA

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

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

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

III. EXECUTIVE SESSION

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

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

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

IV. SUBJECT TO AMENDMENT

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

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

AGENDA SUMMARY FORM

	Roll Call
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Summary:

Notes:

Possible Motions:

Motion by: _____ 2nd: _____ vote: _____

Vote:	Mayor Bachran	Trustee Knutson	Trustee Valentine
Trustee Stelter	Trustee Smith	Trustee Markle	Trustee Weber

FOR: 01/24/2023

UBB OPS DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC OPS BALANCE		345,304.40
ACCOUNTS PAYABLE	01/09/2023 - 01/20/2023	(28,613.29)
LOAN PAYMENT	2/1/2023	(87,071.95)
BOND PAYMENT		
NORRIS RETIREMENT PAYMENT	1/25/2023 - Approved 1/10/2023	(1,120.00)
CHASE CREDIT CARD		
PHILLIPS 66		
TRANSFER TO SUMMIT		
TRANSFER TO PAYROLL	1/13/2023	(25,634.98)
PAYROLL TAXES	1/13/2023	(11,546.54)
BALANCE AFTER PAYMENT		191,317.64

UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT FSBC SUMMIT BALANCE		2,397,077.20
TRANSFER FROM OPS		-
TRANSFER FROM INT. GRANTS		-
TRANSFER TO OPS		
CURRENT FSBC PAYROLL BALANCE		991.90
TRANSFER FROM OPS	1/13/2023	25,634.98
PAYROLL (DIRECT DEPOSIT)	1/13/2023	(25,634.98)
BALANCE AFTER PAYMENT		2,398,069.10

UBB INTERNAL GRANT DISBURSEMENT SUMMARY		
DESCRIPTION	DATES	AMOUNT
CURRENT INTERNAL GRANT BALANCE	SALE OF ASSETS-AUCTION	40,912.00
BALANCE AFTER PAYMENT		40,912.00

*Transfer from Operations Account to Payroll Account then disbursed as Direct Deposit

	BANK BALANCES			DESCRIPTION
	FSBC	COLOTRUST	TOTAL	
1/10/2023				
GENERAL		541,719.40		COMBINED FUNDS
SEWER RESTRICTED		539,775.17		PROPERTY SALE-RESTRICTED
DEBT RESERVE		108,762.59		AMKO BOND REQUIRED RESERVE
BRIDGE RESERVE		599,017.07		BRIDGE RESERVE
CONS.TRUST	10,419.54			RESTRICTED TO PARK USE ONLY
GRANT PASS THRU	25,025.00			PLACE HOLDER-COMBINED FUNDS
INT GRANT	40,912.00			PLACE HOLDER-COMBINED FUNDS
OPS	345,304.40			COMBINED FUNDS
PARK CONTRIBUTIONS	12,750.00			SPECIFIC PARK PROJECTS
PAYROLL	991.90			PLACE HOLDER-COMBINED FUNDS
SPACE-TO-CREATE	CLOSED			SPACE TO CREATE ONLY
SUMMIT	2,397,077.20			COMBINED FUNDS
WWTP	58,594.73			OLD SEWER REHAB ONLY
CD#2-402	203,950.52			COMBINED FUNDS-LOC COLLATERAL
CD#3-2578	216,378.93			COMBINED FUNDS
	3,311,404.22	1,789,274.23	5,100,678.45	

CASH POSITION

CASH POSITION

	COMBINED	RESTRICTED	TOTAL	DESCRIPTION
1/10/2023				
GENERAL	541,719.40			
SEWER RESTRICTED		539,775.17		RESTRICTED TO SEWER CAPITAL PROJECT
DEBT RESERVE		108,762.59		RESTRICTED LOAN REQUIREMENT
BRIDGE RESERVE		599,017.07		RESTRICTED TO BRIDGE REPAIRS
CONS.TRUST		10,419.54		RESTRICTED TO PARK CAPITAL PROJECT
GRANT PASS THRU	25,025.00			
INT GRANT		40,912.00		RESTRICTED LOAN REQUIREMENT
OPS	345,304.40			
PARK CONTRIBUTIONS		12,750.00		SPECIFIC PARK PROJECTS AS DONATED
PAYROLL	991.90			
SPACE-TO-CREATE		CLOSED		SPACE TO CREATE ONLY
SUMMIT	2,397,077.20			
WWTP		58,594.73		OLD SEWER REHAB ONLY
CD#2-402	203,950.52			
CD#3-2578	216,378.93			
	3,730,447.35	1,370,231.10	5,100,678.45	

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	
01/24/2023	1268	All Copy Products I	5023466657	324.69	.00	.00	324.69				COPIER CONTRACT - ALLOCATED
01/24/2023	987	Black Hills Energy	01-2023	3,114.11	.00	.00	3,114.11				UTILITIES - ALLOCATED
01/24/2023	1284	Cedar Creek Suppl	INV-0079	1,346.25	.00	.00	1,346.25				WATER CHEMICAL-605016
01/24/2023	673	City Of Grand Junc	2022-000732	125.00	.00	.00	125.00				WATER SAMPLES-605032
01/24/2023	43	Delta Montrose Ele	20886100-01	3,822.87	.00	.00	3,822.87				UTILITIES - 705128
01/24/2023	48	Don's Market	01-1712374	37.57	.00	.00	37.57				SHOP SUPPLIES-ALLOCATED
01/24/2023	48	Don's Market	01-1716235	49.96	.00	.00	49.96				TOWN HALL SUPPLIES-104125
01/24/2023	48	Don's Market	LATE FEE-12	2.00	.00	.00	2.00				LATE FEE-104133
01/24/2023	368	Double J Disposal	1293452	114.75	.00	.00	114.75				1MG PORTA POTTY-605016
01/24/2023	368	Double J Disposal	1293455	261.00	.00	.00	261.00				PARK PORTA POTTIES-164616
01/24/2023	50	Duckworks Auto P	11044-40245	304.52	.00	.00	304.52				1995 CHEVY 3500 BRAKES-204523
01/24/2023	986	Elevate Fiber	66210-27171	761.06	.00	.00	761.06				TELEPHONE & INTERNET - ALLOCATED
01/24/2023	960	Gambles of Hotchk	258504	339.99	.00	.00	339.99				PRESSURE WASHER-WATER-605025
01/24/2023	960	Gambles of Hotchk	258528	49.98	.00	.00	49.98				WATER PLANT REPAIR-605022
01/24/2023	1246	Green Analytical L	GAL2212-22	510.00	.00	.00	510.00				WATER SAMPLES-605032
01/24/2023	1246	Green Analytical L	GAL2212-22	510.00	.00	.00	510.00				WATER SAMPLES-605032
01/24/2023	74	Hach Company Inc	13426228	313.22	.00	.00	313.22				WATER PLANT REPAIR-605022
01/24/2023	1124	JDS-Hydro Consul	INV-1222-68	325.00	.00	.00	325.00				WATER INFRASTRUCTURE ANALYSIS - 605020
01/24/2023	1274	LEXIPOL, LLC	INVLEX1476	4,602.75	.00	.00	4,602.75				ANNUAL RENEWAL-144233
01/24/2023	1287	Maison De Saison	015440-0110	100.00	.00	.00	100.00				REFUND-103201
01/24/2023	802	Municipal Treatme	22673	3,781.00	.00	.00	3,781.00				PUMP REPAIR-ALLOCATED
01/24/2023	821	ONE TIME	606 ORCHA	11.77	.00	.00	11.77				REFUND OF OVERPAYMENT-090107
01/24/2023	499	Phonz +	14404	6,423.48	.00	.00	6,423.48				PD LAPTOP COMPUTERS-144233
01/24/2023	1224	Rhinehart Oil Co.,L	26051CT	537.58	.00	.00	537.58				FUEL-805223
01/24/2023	145	Robert's Enterprise	0101-0228-0	102.00	.00	.00	102.00				TRASH SERVICE - 805228
01/24/2023	156	TDS Telecom	01-2023	235.31	.00	.00	235.31				TELEPHONE & INTERNET - ALLOCATED
01/24/2023	1256	The UPS Store #5	01162023	182.77	.00	.00	182.77				WATER SAMPLE SHIPPING-605017
01/24/2023	441	USA Blue Book	225772	324.66	.00	.00	324.66				WATER PLANT REPAIR-605022
Grand Totals:			28	28,613.29	.00	.00	28,613.29				

Cash Requirements Summary

Date	Invoice Amount	Discount Amount	Partial Payments	Net Due Amount	Net Cumulative Amount
01/24/2023	28,613.29	.00	.00	28,613.29	28,613.29
Grand Totals:		28,613.29	.00	28,613.29	



January 1, 2023

*Transmitted via email

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

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

Ladies and gentlemen:

Below is a breakdown of your loan repayment(s) due 2/1/2023

<u>Loan Number</u>	<u>Principal</u>	<u>Net Interest</u>	<u>Total</u>
D14A212	\$66,137.73	\$20,934.22	\$87,071.95
<u>Total Amount Due</u>	<u>\$66,137.73</u>	<u>\$20,934.22</u>	<u>\$87,071.95</u>

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

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

Wire and ACH Instructions

RBK: US BANK NA
ABA: 091000022
BNF: US BANK NA
777 E WISCONSIN AVE
MILWAUKEE, WI 53202
A/C#: 104792954745
Additional Info: REF 14878100

If you would like to make your payments by automatic debit, or if you are unable to comply with this procedure please reach out to me prior to the payment date at (651) 466-6137 or lucy.vang@usbank.com.

Thank you,

Lucy Vang

Cc: Valerie Lovato, Colorado Water Resources and Power Development Authority
Corinne Ferguson, Town of Paonia
Cindy Jones, Town of Paonia

Employee Number	Name	85-00 Net Pay Emp Amt
1055	Byrge, Rodney A	1,698.48
1053	Cecil, Raymond Cole	1,373.31
1052	Edwards, Roger	1,274.43
1061	Garcia, Jeremiah	1,742.14
1056	Glimpse, Leaf F	445.56
1050	Heiniger, Cory	2,174.45
1025	Henderson, Garrett W	1,911.97
1022	Hinyard, Patrick	2,697.72
1001	Jones, Cynthia	2,465.82
1010	Katzer, JoAnn	1,155.34
1023	Kramer, Lance W	1,664.90
1021	Laiminger, Matt	1,726.18
1003	Mojarro-Lopez, Amanda	700.93
1060	Redden, Jordan	1,722.26
1051	Reich, Dennis	1,406.16
1005	Vetter, Samira	1,327.57
1004	Wuollet, Candice C	147.76
Grand Totals:		
	17	25,634.98

PAYROLL TAXES

EFTPS - \$6,719.16

EMPOWER - \$2,436.98

FPPA - \$2,390.40

TOTAL = \$11,546.54

Application for a Special Events Permit

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

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

LIAB	Type of Special Event Applicant is Applying for:	DO NOT WRITE IN THIS SPACE
2110 <input checked="" type="checkbox"/>	Malt, Vinous And Spirituous Liquor \$25.00 Per Day	Liquor Permit Number
2170 <input type="checkbox"/>	Fermented Malt Beverage (3.2 Beer) \$10.00 Per Day	

1. Name of Applicant Organization or Political Candidate Friends of NFSIS	State Sales Tax Number (Required) 82-2330171
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2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) PO BOX 1322 Paonia, CO 81428	3. Address of Place to Have Special Event (include street, city/town and ZIP) 138 Grand Ave Paonia, CO 81428
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Name	Date of Birth	Home Address (Street, City, State, ZIP)	Phone Number
4. Pres./Sec'y of Org. or Political Candidate Gwendolyn Diaz	[REDACTED]	14045 Hillcrest Dr. Paonia CO 81428	970-275-5346
5. Event Manager Kathryn Griest	[REDACTED]	265 E. Main Hotchkiss CO	970-216-1639

6. Has Applicant Organization or Political Candidate been issued a Special Event Permit this Calendar Year? <input type="checkbox"/> NO <input type="checkbox"/> YES HOW MANY DAYS? _____	7. Is premises now licensed under state liquor or beer code? <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES TO WHOM? _____
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8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed? Yes No

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

Date	Date	Date	Date
Hours From To	Hours From To	Hours From To	Hours From To
February 4th			
From 5:00 p.m. To 10:00 p.m.			

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 Kathryn Griest	Title Event Manager	Date 12-30-22
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Report and Approval of Local Licensing Authority (City or County)
 The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.
THEREFORE, THIS APPLICATION IS APPROVED.

Local Licensing Authority (City or County)	<input type="checkbox"/> City <input type="checkbox"/> County	Telephone Number of City/County Clerk
Signature	Title	Date

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

Liability Information			
License Account Number	Liability Date	State	Total
		-750 (999)	\$.

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Friends of NFSIS

is a

Nonprofit Corporation

formed or registered on 08/16/2017 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20171615893 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 12/29/2022 that have been posted, and by documents delivered to this office electronically through 12/30/2022 @ 14:23:37 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 12/30/2022 @ 14:23:37 in accordance with applicable law. This certificate is assigned Confirmation Number 14572165 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****
Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."

Safety Plan for Wine and Watercolor

Event date: February 4th 2023

Location: The Hearth 138 Grand Ave

We will be doing pre-sales for tickets this year, and we will have a set number of tickets to sell (60 or less) this will keep numbers manageable, and people will have their tickets when they come to the door. We will be taking tickets and checking ID's at the entrance to the building, so that only people of age will be attending the event. Hands will be marked after ID's are checked.

There are two Exits to The Hearth Event Room. One that leads to the front door, and another that leads to bathrooms and a rear exit. The back door will have a person watching it to prevent people from coming in without having their ID checked. The Front and back doors of the learning council building will remain open as fire safety exits.

We will use their food prep area for food items, keeping anything that needs to be refrigerated there (this does not include wine.)

Wine will be stored off site at Christi Gubser's residence in a locked closet until the night of the event. We will use the closet at the Hearth to store backstock of Wine. We will be setting up the "bar" in front of the closet so that only the bartender who is serving will have access.

We are serving food with the Wine, and we will stop pouring 30 minutes before the end of our event.

138 Grand Ave
Paonia, CO
81428

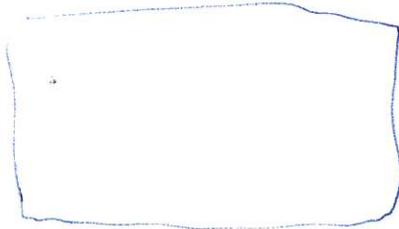
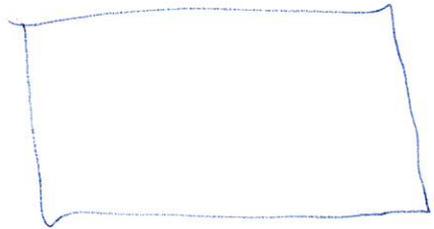
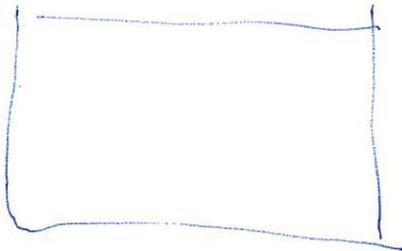
The Hearth

Space is 1050 sq. feet

silent Auction

exit ↘

Tables



Liquor area

Food

Wine Bar

Back exit will be open. ↓

Liquor storage for event

closet

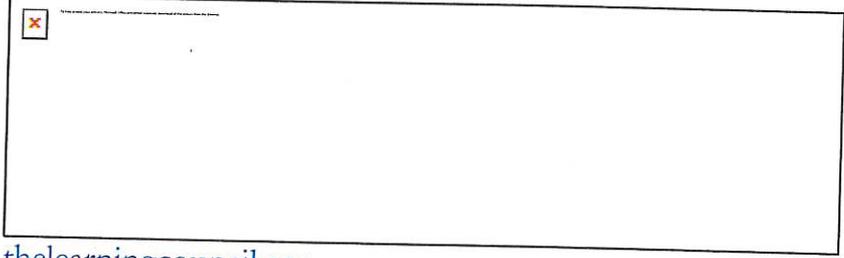
XIX ↙

Amanda Mojarro

From: Alicia Michelsen <alicia@thelearningcouncil.org>
Sent: Wednesday, January 18, 2023 2:23 PM
To: Amanda Mojarro
Cc: rubyandfin@gmail.com
Subject: Re: Wine and Watercolor

Dear Amanda,
The Learning Council is pleased to host wine and watercolor for NFSIS/Friends of NFSIS.
The event will take place at the Hearth 138 Grand Ave. Paonia, Co 81428.
Thank you,
Alicia

Alicia Michelsen
she, her, hers
The Learning Council



thelearningcouncil.org
alicia@thelearningcouncil.org



To: Mayor Mary Bachran and Board of Trustees
From: Leslie Klusmire, Interim Town Administrator
RE: Administrator’s Report including Final Recommendation for water & sewer funding package
Date: January 24, 2023

Town Clerk training: Both Sam and Amanda participated in training. As a result, a number of the current Town processes are being upgraded to reflect current state and town code requirements, including how licenses are reviewed and processed, public noticing, using resolutions according to best practices, and other positive changes.

We believe Sam is ready and qualified to be appointed Town Clerk, and a resolution appointing her is on this agenda.

I have advertised for Sam’s old position, which we hope to fill as soon as possible. We also analyzed the administrative workload and believe that we need to fill Sam’s former position in order to catch up. A major project will be to organize our records using the Town’s adopted records retention policy. We also need someone to mind the phones and front desk. I worked the front desk to allow Amanda and Sam uninterrupted training time, and the traffic was fairly constant. Amanda has reduced her hours to three days per week. The budget included a full-time Clerk, Deputy Clerk and Administrative Assistant.

Jeremiah has been unearthing essential records, particularly water rights documents. They are not stored or organized properly, and once we are able to bring this person on, we can tackle getting all the files organized, logged, and stored so they won’t be damaged or lost. We also want to scan these old records as a backup.

Water and Sewer Improvements, including those necessary to lift the tap moratorium:

The staff is meeting weekly to move forward and monitor progress on repairs and improvements to both the water and sewer system.

After much analysis including lengthy discussions with engineers to review options, the staff, with the help of the Mayor and Trustee Dave Weber have arrived at a final recommendation for funding as summarized below:

Special Study: Hydrogeologic analysis of the Paonia/Crawford Spring Complex; including McDonald, German Creek, Ball Creek/Pole Patch, and Wiley Springs Drainage.

Scope:

1. Identify recharge Areas.
2. Analyze flow dynamics of each spring as well as the interrelationships between springs and spring complexes.

- 3. Analyze water quality and possible sources of contamination.
- 4. Determine impacts of current and future land use impacts on springs.
- 5. Propose strategies to enhance water quality and increase water infiltration to spring systems.

Cost: \$100,000 to \$200,000 CWCB grant

First Priority: Spring Redevelopment

Scope of work:

- 1. Repair spring infrastructure, and upgrade infiltration galleries and conveyance systems as recommended by engineers.
- 2. Purchase and install meters.
- 3. Address exposed pipe.
- 4. Reroute Lake Fork conveyance.
- 5. Pipe from gallery to Mays/Gilwick Junction
- 6. Maintenance of Spring Utilization Plan and Water Rights.
- 7. Establish standard operating procedures. Identify which valves need to be opened and closed when TOPs priorities shift.
- 8. Explore undecreed rights for winter use.
- 9. Address water quality issues.
- 10. Update the Water Source Protection Plan.

Cost: \$1.2 to \$1.4 million. Possible funding sources. CDBG, Severance funds (aka energy impact) grants (50% match), Colorado River District, possible SRLF.

Second Priority: Temporary fixes to Clock Plant to bring it online during relining of the 2mg tank. Replace concrete asbestos distribution line.

Cost: Clock fixes \$30 to \$40,000. Town cash.
Concrete asbestos pipe replacement \$4.5 million SRLF

Recommendation for long-term use of Clock storage: We looked at all options, and because of the age of the Clock plant, we do not recommend rehabilitating the plant. It will only cost about \$1 million more to install new storage and new storage will last a lot longer. Future options TBD include using it for raw water storage or abandoning it.

Third Priority: Reline and repair 2mg storage tank, and repair connections.

Cost: \$1.8 million. SRLF – request to escalate funding.

Fourth Priority: Replace all steel, ductile iron, concrete asbestos, and any other irreparable water distribution pipe. Install pressure relief station.

Cost: \$7 million. SRLF – request to escalate funding due to steel pipe condition.

Fifth Priority: Replace all clay and other irreparable sewer pipes.

Cost: TBD (we should know by your next meeting) Probably \$6 – \$8 million. SRLF

Sixth Priority: Install two additional 1mg treated water storage tanks, one at the Lamborn site and one at the old 1/2mg storage tank site, including bypass and distribution lines.

Cost: \$3 million. SRLF

Total Estimated Cost: \$23.63 to \$25.94 million plus 30% contingency

Funded with other grants & Town cash: \$1.33 to \$1.64 million

Drinking Water SRLF (with loan principal forgiveness): \$16.3 million

Clean Water SRLF (wastewater): Probably \$6 to \$8 million

In 5 years, the Town will most likely need to upgrade its sewage treatment facility. We did not examine this cost because the State should issue some guidance in the coming year. At that point, the Town will need to examine alternatives and select an option for treatment upgrades.

Town Administrator Job Description: I have posted the job.

Affordable Housing Study RFP: Eight firms attended our pre-proposal meeting. Excellent interest!

Traffic Enforcement Issue at Elementary School: We are in conversation with the County about how to solve this issue.

Finance Report as of 1/20/23 presented at the 1/24/23 meeting:

Monthly:

Payroll has been completed, reviewed, and released for payrolls up through 1/13/2023.

Bank statements through 10/31/2022 have been reconciled and reviewed.

Bank statements for 11/30/2022 + 12/31/2022 – Pending.

Norris Retirement is pending with an effective date of 1/25/23.

Banking:

Bank Balances provided on the Disbursement Report as of 1/20/23.

Required Filings:

AMKO Annual Financial and Operating Data Report Disclosure – submitted 1/5/2023.

CIRSA – WC Payroll Value Collections-submitted 1/13/2023.

CIRSA – WC 2022 Audit – submitted 1/13/2023.

Annual Census Reporting – Due 12/20/22-Extension filed.

CIRSA – VAMP 2022 Audit – pending information.

HUFT – 2022 Reporting – pending information.

CY22 Form 536 Local Highway Finance Report-due 6/1/2023.

Year-End:

W-2's – in process.

1099's – in process.

Financial Review by account - in process.

Audit:

No changes to report

Budget:

No changes to report

Other (Continued):

ClearGov – Final numbers to be sent!

OTHER TO DO ITEMS:

None to report.

GRANT UPDATES:

PENDING:

DOLA Planning Grant = \$25,000

RECEIVED:

IHOP Housing Grant = \$59,850

Colorado Grand = \$17,000

ARPA-received \$184,616.40 in 2021 and 2022.

CDOT Grant 5th Street Intersection = \$792,961

SIPA-sound system micro grant 2022 = \$6,500

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.

RESOLUTION 2023-03

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

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

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

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

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

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

Town Clerk – Samira M Vetter

APPROVED AND ADOPTED: January 24, 2023.

Mary Bachran, Mayor

ATTEST:

Amanda Mojarro, Interim Town Clerk



Paonia Tree Board Annual Report 2022

+ Plans for 2023
Town of Paonia
Paonia, Colorado 81428



2022 Annual Achievements:

- Hosted 3 Arbor Day events, planted a Hackberry at the pre-K school and a Zelkova and Ginko at NFSIS
- Hosted Arbor Day poster contest
- Planted four trees on Grand Avenue: Zelkova, Golden Rain Trees, and Sensation Box Elder
- Obtained Tree City USA designation for Paonia - 5th consecutive
- Organized third annual Sick Tree Day - booked up overnight; Extension Service experts helped area residents ID and remedy problems
- Information table at Cherry Days and Mountain Harvest Fest
- Started partnership with Master Gardeners at Harvest Fest tabling - distributed information on trees, lawns, gardens, wise watering
- Several members attended 2 urban forestry online conferences and several online urban forestry workshops
- Recruited 3 new members - *senior center representative (sidewalk safety), orchardist, urban forester/arborist*
- Created budget for planned activities
- Maintained website with resources and lessons learned from Sick Tree Day - best references on appropriate tree selection, planting, tree care
- Began discussions with CSU Extension Service on collaboration
- Began town manager discussions about town tree replacement and maintenance programs, funding, PTB roles
- Created logo (above) and event banner



Plans For 2023:

Outreach and Education:

- Classes - pruning, tree maintenance, tree selection, tree planting, saving water; tree care for residents, town staff, local tree services
- Work with CSU Master Gardeners- tree labels, tabling, help desk (forward tree problems and house calls to CSU Delta Diagnostic Clinic)
- TreePeople.com – memorial tree program
- Label trees in town park - ID, strengths and weaknesses, use CoTreeView and QR coded signs
- Proposed use of GIS to find sidewalks and trees most in need of mitigation- intersection of continued sidewalks, worst trees, worst sidewalks
- Consult on replacement of tree at SW corner of 3rd and Grand
- TreePeople.com- memorial trees
- Green burial- plant memorial trees



Policy:

- Help develop policy for tree care and maintenance
- ToP budget- replacement tree program and possible maintenance sharing program
- Tree mediation process- Communicate tree work to town, link best practices to tree modification permit, allow PTB and town input, create permit process, mitigation of risk



Granting and Budget:

- Colorado Tree Coalition – explore possibilities for tree sales in 2024
- Colorado Tree Coalition: pursue any and all grants; look at other grantors
- Look at PTB budget autonomy- partner non-profit to donate trees, etc.





TO: Mayor and Trustees
Town of Paonia

FR: Lenore Cambria
North Fork Pool, Park & Recreation District

DT: Jan. 17, 2023

RE: Partnering for GOCO grant to complete *Paonia in Motion* components within Paonia Town Park

GOCO has a Community Impact Grant that will pay up to \$1mil for projects that are a high priority to members of the community, that contribute to community vitality, and have a positive impact while meeting the needs of diverse age groups and interests. GOCO staff has reviewed a concept plan authored by Jay Canode in November, 2021, for the new skatepark build. They have also reviewed the plan for Town Park improvements as set forth in the *Paonia In Motion* study. ***GOCO will not fund the skatepark separately but will entertain a grant proposal that includes the skatepark plus more of the other park improvement projects listed in the Paonia In Motion document.*** The deadline to submit the concept paper including more of these projects is February 2nd, 2023. GOCO does not require a certain percentage cash match for the grant. The funds that have been pledged toward the skatepark, including the In-Kind donation from the Town are sufficient to apply. This grant can include the cost of a Project Manager to oversee all of the park improvements listed in the grant.

Since this deadline is fast approaching, The North Fork Pool, Park and Recreation District, (Rec District), is proposing a partnership with the Town to apply for this GOCO grant. The Rec District has already been producing the concept paper as a first step to the grant application and will continue the application should that concept paper be approved.

We propose to include the skate park, the dog park, the walking path, stage improvements, playground improvements, and existing restroom improvements within the concept plan. You may wish to consider including additional restrooms, as noted in the *Paonia In Motion* plan. The Rec District will manage only the skate park build portion of the project, estimated 6 months – 1 year.

This project represents an opportunity for the Town of Paonia to realize the town park elements of the *Paonia In Motion* plan with little or no impact on town human resources. Once approved, the first step is to hire a project manager to run the project. The Town will retain the responsibility as the fiscal agent for the project, including all reporting obligations.

Time is of the essence. Immediate decisions for the Town Trustees:

- Is the Town willing to get “on board” with this project, with staff to administer the grant?
- Will the Town establish a reasonable timeline for accomplishing the elements of the plan in order to satisfy GOCO grant requirements?
- Does the Town wish to be listed as the sole applicant or as a co-applicant with the Rec District?
 - If the Rec District is listed as a co-applicant, will the Town modify our existing MOU to include the new skatepark build portion in the project?
- If the grant is awarded, will the Town, in cooperation with a hired project manager, send out RFPs for all contractors?
- Does the Town agree with the additional elements the Rec District has outlined to include in the concept paper? If not, which elements would they rather include. (Please note, GOCO is not in favor of adding the Ellen Smith center improvements to this grant. They feel a different source of funding would be more appropriate for that project.)

Please reference the accompanying documents for more detailed information about the components included in the concept paper and their estimated costs. I plan to be present at your meeting to further this discussion.



Town Park Implementation Projects

Project	Description of work	Type of Labor	Estimated Costs
All Projects	Project Manager	Independent Contractor	\$60,000 - \$100,000
All Projects	Layout boundaries of projects including grade setting	Engineer/Surveyor	\$ 3,000.00
Skateboard Park	New Skatepark concrete build and remodel existing skatepark	Specialized Skatepark Contractor	\$ 500,000.00
Dog Park	Fenced separate areas for small & large dogs	Fencing contractor. Purchase & install dog waste stations & dog water station. Signage. Shade & benches.	\$ 66,000.00
Playground Improvements	Playground borders, mats, woodchip surface	Materials purchased, labor to spread materials.	\$ 34,000.00
Stage Improvements	Replace Decking & install light bar.	Carpenter	\$ 7,500.00
Walking Path	Delineate path and place crusher fines. Add benches and shade.	Purchase path materials and benches. Contractor with small equipment or rent equipment to spread and compact materials.	\$ 52,000.00
Restroom Building Improvements	Interior & Exterior wall replacement. Heating system & insulation.	Contractor for remodeling building.	\$ 47,000.00
New Unisex Restroom	Pre-Fab Restroom purchased	Prep pad for restroom. Install & hookup water & sewer. Will require Town crew.	\$ 160,000.00
TOTAL GOCO Grant Estimate			\$ 969,500.00

ORDINANCE NO. 2023-01

AN ORDINANCE REPEALING ARTICLE 10 OF CHAPTER 2 OF THE PAONIA MUNICIPAL CODE REGARDING THE ADVISORY WATER COMMITTEE

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

WHEREAS, the Town Board of Trustees (the “Board”) desires by this Ordinance to repeal Article 10 of Chapter 2 of the Paonia Municipal Code, regarding the Advisory Water Committee, in its entirety.

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

Section 1. Article 10 of Chapter 2 of the Paonia Municipal Code is hereby repealed in its entirety.

Section 2. All other ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 3. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4. This Ordinance shall take effect thirty (30) days after adoption and publication.

HEARD AND FINALLY ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this 24th day of January, 2023.

**TOWN OF PAONIA, COLORADO,
a Colorado municipal corporation**

By: _____
Mary Bachran, Mayor

ATTEST:

Amanda Mojarro, Acting Town Clerk

Public Safety Committee
1/17/23

Present: Rick Stelter (Trustee Town of Paonia), Dave Knutson (Trustee Town of Paonia), Chief Matt Laiminger

Chief Laiminger noted that the co-responder program is working well and plans to have a presentation at the first Board meeting in February. Essentially, officers on a 911 call now are able to connect through dispatch with counselors who can either be on site (usually a 30 minute delay) or talk directly with the citizen to help to decompress.

Lexipol is being used for guidance on policy for red flag laws and for monitoring current policies. The legislature may make changes this session.

There is an initial plan to do fire mitigation on P hill and scoping was done by Town staff. The Chief was asked about issues that might arise from having a dog park on Town Property. Chief Laminger noted that depending on design and peer pressure from other dog owners, some dog parks are relatively problem free. The Police Department will provide whatever services are needed should a dog park be approved.

Consideration of annexing Grand Avenue to CO 133 is still on the table as enforcement of traffic remains an issue. More detail will be provided during first Board meeting in February.

Note: Trustees Stelter and Knutson met with Delta County Chairman Koontz earlier in the day regarding road and parking lot maintenance at the River Park. Further discussions included the need for a dog park inside the Town limits that would decrease pressure on using Volunteer Park for dog exercise. The County Trails Master Plan should help guide and future planning for trails from Town to Volunteer Park. Chairman Koontz will check on using County equipment for improving the road and Parking lot at the River Park if the Town would pay for materials (gravel and road base).

Regular Parks Committee Meeting - Town Hall
1/17/23

Present: Lenore Cambria, Max Heepke, Christina Patterson, Marion Hillary Kimberly Haney, Brian Cambria, Sven Edstrom, Tracy McCurdy, Christie Eller and Trustees Stelter, Markel, and Knutson

Representing the Pool, Parks, and Recreation (PPRD) District, Lenore, Max, Brian, and Sven gave an overview of the Town Park grant request. PPRD proposes to submit a request for a \$1,000,000.00 grant from Greater Outdoors Colorado (lottery fund also known as GOCO) to make improvements at Town Park. The primary improvement would be the skate park. In addition, other projects include a walking trail, dog park, restrooms, gazebo, and playground. The District plans to be on the agenda for letter of support from the Town for the grant application. Town commitments include prior matching for the skate park and being the fiscal agent. The grant includes money for a project manager to oversee RFPs, contractors, and administrative requirements.

Many of those present came to advocate for the dog park. The feeling was expressed that a dog park is a major need in the community that it would help with socialization for both dogs and people.

Sec. 11-1-80 Street Closure

Document Link: <https://bit.ly/3iValj9>

Summary:

This version reflects the public comments received at the streets committee meeting on Nov. 14th. In general there was support for the proposed changes, uncontroversial changes were incorporated. Some parts met with mixed opinion- for part (m) specifically the length of time that needs board approval or exception; there was a question as to the necessity of using town provided insurance; there were concerns about the effect of closing core commercial areas.

Opportunities for board action:

- Determination of requirement for CIRSA insurance (part f)
- Determination of frequency limitations on closures (part l)
- Determination of closure length with/without board input (part m)
- Determination of exclusion/limitation for core commercial (tbd)

Sec. 11-1-80. Street closure; permit.

- (a) Persons and/or organizations requesting a parade or other event involving street closure within the Town limits must apply in writing to the Town Clerk for a street closure permit. The Town Clerk shall submit the application to the Chief of Police for comment and to the Town Administrator for approval.
- (b) The issuance of a street closure permit shall be in accordance with applicable provisions herein, the provisions for street closure as set forth below, and any applicable provisions of the ordinances of the Town regarding the private usage of public property. Such permit is revocable by the Town Administrator, the Mayor, or Mayor Pro Tem.
- (c) The fee and deposit amount for submission of a street closure permit application will be set by Resolution as determined from time-to-time by the Board of Trustees. The deposit shall be returned to the applicant subsequent to the event and upon the Town Administrator's determination that the street and adjoining area are returned to the same condition as prior to the closure.
- (d) The application shall be submitted no less than thirty (30) days prior to the street closure.
- (e) The Town Administrator shall not approve any street closure if the Town does not have sufficient resources to properly manage the event and to provide for adequate traffic control in a manner consistent with the preservation of the public peace, health and safety; or if an adequate alternate route is not available, if applicable.
- (f) ~~The applicant shall provide proof of a general liability insurance policy in a minimum coverage equal to that specified in Section 24-10-114, C.R.S., which names the Town, its officers, agents and employees as additional insureds for claims arising out of the event.~~ Replace with requirement to provide required information and pay associated costs for Special Event Coverage policy as provided by Town of Paonia insurance carrier, CIRSA?
- (g) The closure shall be implemented and the route chosen in a manner that will cause the least inconvenience to the driving public, adjacent residents or businesses consistent with the reasonable requirements of the event. The applicant shall submit and implement an adequate plan to control and organize the event in a manner consistent with all applicable ordinances of the Town.
- (h) Applicable open container laws within the Town shall apply in all street closure events.
- (i) The applicant shall ~~complete~~ ~~provide~~ a copy of the street closure application and a petition of support to be distributed by the town to all adjoining property owners and businesses at least 30 days prior to the planned street closure.
- (j) The applicant shall provide a detailed description of any vending or commercial activity occurring coincident with the event. Separate vending permits may not be required for all such commercial activities so described, but vendors shall be subject to all other permitting requirements, including but not limited to sales tax licenses.
- (k) The Town shall provide barricades to be installed and monitored by the applicant,, the applicant shall arrange for and provide necessary trash containers and emptying of containers during the event.
- (l) No street shall be closed for special events more than [x] times in a [y] time period.
- (m) Town Administrator approved street closures shall not exceed five (5) hours in duration, except on Sundays and state-recognized holidays when closure may occur for up to ten (10) hours. Any closure request falling outside these restrictions shall require review and approval by the Board of Trustees.
- (n) The Town, upon permit approval, shall notify all emergency service providers accordingly.

(Ord. No. 2002-06, 6-11-2002; Ord. No. 2014-04, § 1, 1-13-2015; Ord. No. 2014-09, § 1(R), 1-13-2015)