



TOWN OF PAONIA
TUESDAY, SEPTEMBER 14, 2021
REGULAR TOWN BOARD MEETING AGENDA
5:15 PM

Budget Workshop

- 1. Workshop

Roll Call

Approval of Agenda

Announcements

- 2. Drought update and Town Water Information

Recognition of Visitors & Guests

1. Visitors - Items Not on the Agenda
2. **Community Comment Period for: Reports, Disbursements, and/or Consent Agenda**

Staff Reports

3. Public Works & Utilities Report
4. Police Report
5. Finance Director Report
6. Town Attorney Report

Disbursements

7. Disbursements

Consent Agenda

8. Regular Minutes-August 24, 2021
9. Special Event Permit - Kids Pasta Project

Unfinished Business

10. **Community Comment Period for: Unfinished Business**
11. Committee Assignments
12. Mayor List of Duties
13. Provisional Meeting Protocol Review

New Business

14. **Community Comment Period for: New Business**
15. Appointment of Town Treasurer
16. Designation of Additional Signatory for Bank Accounts
17. Discussion of Reporting Protocol during Town Administrator Absence
18. Discussion of Process for Hiring Chief of Police
19. Discussion RFP for Town Attorney Hiring
20. Contract with Hotchkiss for Police Coverage

Mayor's Report

21. Mayor's Report

Committee Reports

22. Finance & Personnel
 - Governmental Affairs & Public Safety
 - Public Works-Utilities-Facilities
 - Tree Board
 - Advisory Water

23. GAPS

Adjournment

24. Community Comment Period for: Process and/or Decisions Made

Adjournment

25. 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.

| DESCRIPTION | METHOD | EST 2022 | | 10 ADMIN | 12 BUILDING | 14 POLICE | 16 PARKS | 20 STREETS | 22 ST CAPITAL | 24 BRIDGE | 26 SIDEWALK | 30 P-THRU | 32 S2C | 40 C.TRUST | 50 CAPITAL | 60 WATER | 70 SEWER | 80 TRASH |
|------------------------|------------|--------------|---|-------------|----------------|--------------|-------------|---------------|------------------|--------------|----------------|--------------|-----------|---------------|---------------|-------------|-------------|-------------|
| PROPERTY TAXES | COUNTY | 150,121.00 | X | 150,121.00 | | | | | | | | | | | | | | |
| S.O. AUTO TAXES | HISTORY | 19,000.00 | X | | | 19,000.00 | | | | | | | | | | | | |
| SALES TAX - TOWN | HISTORY | 690,000.00 | X | 23,025.00 | 5,000.00 | 182,000.00 | 125,975.00 | 124,000.00 | | | | | | | 230,000.00 | | | |
| SALES TAX - COUNTY | HISTORY | 293,000.00 | X | | | 319,270.00 | | | | | | | | | | | | |
| FRANCHISE TAX | HISTORY | 59,925.00 | X | | | | | 59,925.00 | | | | | | | | | | |
| IMPACT FEE | 3% OF ENT | 51,692.00 | X | | | | | | 51,692.00 | | | | | | | | | |
| CIGARETTE TAX | HISTORY | 1,550.00 | X | | | 1,550.00 | | | | | | | | | | | | |
| AIRPORT | FIXED | 7,650.00 | X | | | | | | | | | | | | 7,650.00 | | | |
| PENALTY & INTEREST | HISTORY | 400.00 | X | 400.00 | | | | | | | | | | | | | | |
| DELINQUENT TAX | HISTORY | 25.00 | X | 25.00 | | | | | | | | | | | | | | |
| OCCUPATIONAL TAX | 30*260*5*3 | 117,000.00 | X | | | | | | 117,000.00 | | | | | | | | | |
| LIQUOR LICENSES | CORINNE | 4,500.00 | X | 4,500.00 | | | | | | | | | | | | | | |
| SPECIAL REVIEWS | CORINNE | 500.00 | | 500.00 | | | | | | | | | | | | | | |
| BUILDING PERMITS | HISTORY | 27,600.00 | X | | 27,600.00 | | | | | | | | | | | | | |
| VIN INSPECTIONS | HISTORY | 1,775.00 | X | | | 1,775.00 | | | | | | | | | | | | |
| MISC PERMITS | HISTORY | 1,600.00 | X | | | | | 1,600.00 | | | | | | | | | | |
| MOTOR VEHICLE - \$1.50 | HISTORY | 2,350.00 | | | | 2,350.00 | | | | | | | | | | | | |
| MOTOR VEHICLE - \$2.50 | HISTORY | 3,650.00 | | | | 3,650.00 | | | | | | | | | | | | |
| SEVERANCE TAX | HISTORY | 3,000.00 | | | | | 3,000.00 | | | | | | | | | | | |
| MINERAL LEASING | HISTORY | 3,000.00 | | | | | 3,000.00 | | | | | | | | | | | |
| HIGHWAY USERS TAX | HISTORY | 49,916.00 | X | | | | | 49,916.00 | | | | | | | | | | |
| ROAD & BRIDGE | HISTORY | 6,500.00 | | | | | | 6,500.00 | | | | | | | | | | |
| COURT FINES | HISTORY | 600.00 | | | | 600.00 | | | | | | | | | | | | |
| POLICE FINES | HISTORY | 27,650.00 | | | | 27,650.00 | | | | | | | | | | | | |
| MISC FINES-BONDS | HISTORY | 500.00 | | | | 500.00 | | | | | | | | | | | | |
| DOG TAGS | HISTORY | 300.00 | | | | 300.00 | | | | | | | | | | | | |
| PD GRANT | OFFSET | 6,000.00 | | | | 6,000.00 | | | | | | | | | | | | |
| INTEREST INCOME | HISTORY | 16,112.00 | | 10,800.00 | | | | | | 300.00 | | | | 12.00 | | | | 5,000.00 |
| LATE CHARGES | HISTORY | 7,500.00 | | 7,500.00 | | | | | | | | | | | | | | |
| OTHER INCOME | HISTORY | 50.00 | | 50.00 | | | | | | | | | | | | | | |
| RESTITUTION | HISTORY | 2,000.00 | | 2,000.00 | | | | | | | | | | | | | | |
| RENTS & ROYALTIES | CORINNE | 7,622.00 | | | | | 7,622.00 | | | | | | | | | | | |
| MOTOR FUEL TAX REFUND | HISTORY | 1,550.00 | | | | | | 1,550.00 | | | | | | | | | | |
| BRIDGE RESERVE | FIXED | 40,000.00 | | | | | | | | 40,000.00 | | | | | | | | |
| PASS-THROUGH | CORINNE | 460,000.00 | | | | | | | | | | 460,000.00 | | | | | | |
| CONSERVATION TRUST | HISTORY | 8,000.00 | | | | | | | | | | | | 8,000.00 | | | | |
| SIDEWALK REVENUE | CORINNE | 31,068.00 | | | | | | | | | 31,068.00 | | | | | | | |
| CHARGES FOR SERVICES | CORINNE | 1,723,072.00 | | | | | | | | | | | | | | 931,876.00 | 536,856.00 | 254,340.00 |
| STANDBY TAP FEES | CORINNE | 50,676.00 | | | | | | | | | | | | | | 50,676.00 | | |
| SALES & SERVICES | HISTORY | 10,000.00 | | | | | | | | | | | | | | 5,000.00 | | 5,000.00 |
| BULK WATER | HISTORY | 5,400.00 | | | | | | | | | | | | | | 5,400.00 | | |
| PENALTIES | HISTORY | 1,000.00 | | | | | | | | | | | | | | 1,000.00 | | |
| RENTS | FIXED | 1,000.00 | | | | | | | | | | | | | | 1,000.00 | | |
| TOTAL | | 3,894,854.00 | | 198,921.00 | 32,600.00 | 564,645.00 | 139,597.00 | 243,491.00 | 168,692.00 | 40,300.00 | 31,068.00 | 460,000.00 | - | 8,012.00 | 237,650.00 | 994,952.00 | 541,856.00 | 259,340.00 |

| | | | | | | | | | | | | | | | | | | |
|----------|--|--------------|--|-----------|----------|------------|-----------|------------|-----------|------------|----------|---|---|----------|------------|------------|------------|------------|
| RESERVES | | 2,031,963.61 | | 12,936.79 | 2,000.00 | 156,386.99 | 51,485.13 | 151,477.11 | 53,876.96 | 189,241.61 | 2,852.58 | - | - | 8,311.23 | 343,907.21 | 341,600.00 | 587,520.00 | 130,368.00 |
|----------|--|--------------|--|-----------|----------|------------|-----------|------------|-----------|------------|----------|---|---|----------|------------|------------|------------|------------|

| DESCRIPTION | METHOD | EST 2022 | | 10 ADMIN | 12 BUILDING | 14 POLICE | 16 PARKS | 20 STREETS | 22 ST CAPITAL | 24 BRIDGE | 26 SIDEWALK | 30 P-THRU | 32 S2C | 40 C.TRUST | 50 CAPITAL | 60 WATER | 70 SEWER | 80 TRASH |
|-----------------------|--------|--------------|-----|-------------|----------------|--------------|-------------|---------------|------------------|--------------|----------------|--------------|-----------|---------------|---------------|-------------|-------------|-------------|
| SUPPLIES | | 62,260.00 | | 6,950.00 | 510.00 | 8,950.00 | 7,390.00 | 3,135.00 | | | | | | | | 17,325.00 | 14,875.00 | 3,125.00 |
| REPAIRS & MAINTENANCE | | 315,790.00 | | | | 800.00 | 23,755.00 | 12,735.00 | | | | | | | | 212,750.00 | 65,625.00 | 125.00 |
| VEHICLE EXPENSE | | 46,288.00 | | | | 13,450.00 | 2,455.00 | 7,245.00 | | | | | | | | 8,368.00 | 6,370.00 | 8,400.00 |
| RENTALS | | 975.00 | | | | | 975.00 | - | | | | | | | | - | - | - |
| TRAVEL & MEETINGS | | 19,200.00 | | 4,000.00 | | 10,100.00 | | - | | | | | | | | 1,200.00 | 2,350.00 | 1,550.00 |
| INSURANCE & BONDS | | 82,260.00 | 13% | 2,780.00 | 880.00 | 25,605.00 | 4,300.00 | 4,010.00 | | | | | | | | 27,345.00 | 10,425.00 | 6,915.00 |
| UTILITIES | | 112,430.00 | 7% | 8,000.00 | | 8,975.00 | 9,375.00 | 11,905.00 | | | | | | | | 34,050.00 | 37,325.00 | 2,800.00 |
| PUBLISHING & ADS | | 5,705.00 | | 5,000.00 | | 300.00 | 50.00 | - | | | | | | | | 200.00 | 120.00 | 35.00 |
| DUES & SUBSCRIPTIONS | | 25,847.00 | | 13,925.00 | 935.00 | 8,972.00 | | - | | | | | | | | 1,875.00 | 140.00 | - |
| FEES & PERMITS | | 20,725.00 | | | | | 750.00 | - | | | | | | | | 12,200.00 | 7,575.00 | 200.00 |
| DEBT SERVICE | | 365,280.00 | | | | | | | | | | | | | | 215,280.00 | 150,000.00 | - |
| PASS THRU FUNDS | | 513,183.95 | | | | | | | | | | 460,000.00 | | | | 29,476.22 | 16,105.73 | 7,602.00 |
| | | 1,569,943.95 | | 40,655.00 | 2,325.00 | 77,152.00 | 49,050.00 | 39,030.00 | - | - | - | 460,000.00 | - | - | - | 560,069.22 | 310,910.73 | 30,752.00 |
| REVENUE - FIXED COSTS | | | | 171,202.79 | 32,275.00 | 643,879.99 | 142,032.13 | 355,938.11 | 222,568.96 | 229,541.61 | 33,920.58 | - | - | 16,323.23 | 581,557.21 | 776,482.78 | 818,465.27 | 358,956.00 |

Water Data for Aug. 2021

Lamborn Water Treatment Plant

| | |
|-----------------|--------------------|
| Filtered water: | 15,585,700 gallons |
| Backwash water: | 427,604 gallons |
| Spilled water: | 2,149,520 gallons |
| German water: | 10,441,500 gallons |
| Reynolds water: | 5,130,630 gallons |
| Return water: | 299,610 gallons |

Clock Water Treatment Plant

| | |
|-----------------|-------------------|
| Filtered Water: | 908,000 gallons |
| Mays Water: | 4,671,000 gallons |
| Spilled water: | 3,663,000 gallons |

Public Works

9/10/2021

Streets

- *New Four way stop at 2nd and Main has been installed.
- *Crosswalks and stop bars have been installed at 2nd and Main, 2nd and Grand, and at 4th and Grand.
- *Double yellow striping have been painted on Grand Ave, and Samuel Wade.
- *Street repair at 2nd and North Fork has been completed
- * Two small patches are under way for repair and 1st and Niagra

Parks

- *Watering and mowing is going well
- *I am reviewing Apple Valley Park tree inventory and will be putting a RFP together for trimming in parks.

Sewer

- *Treatment of BOD's and Ammonia is going very well
- *I am also in the process of researching different slug removal process
- *Flow meter calibration will be completed in the month of September
- *I am putting together RFP for Manhole replacement on 3rd street to have work started by end of September

Water

- *Water data is attached
- *New flow meter finally got here 9/9/2021 and is schedule for install for the week of 9/13
- * Several repairs have be completed both water plants
- *Calibration of all turbidity and CL17 have been completed
- *8/30/2021 several people were without water on O rd , There was a contractor building a pond for a resident and hit a 4" main line that feeds water west of Lamborn Mesa rd. There were no locates called in. Contractor will be responsible for all the cost for the repair.

Other

- *One of the public works crew has resigned his position. A exit interview was completed. I am hopeful that I can get a replacement soon.

Finance Report as of 08/10/21 presented at the 08/14/21 meeting:

Monthly:

Payroll for was completed, reviewed, and released

Bank accounts through 7/31/2021 have been reconciled and will be reviewed.

Chase credit card bill for 7/24/21-8/23/21 is attached.

Norris Retirement is pending with an effective date of 9/26/21.

Banking:

Bank Balances provided on the Disbursement Report as of 8/10/21.

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

Required Filings:

Nothing new to report

Year-End:

No changes to report

Audit:

No changes to report

Budget:

Finance Committee is reviewing salary ranges to be used for the 2022 budget.

Town Administrator along with the Finance Committee are reviewing staffing levels for the 2022 budget.

Energy vendors are expecting rate increases of around 7%.

CIRSA Workers Compensation increased nearly 8% and Property Casualty increased nearly 13%.

Work Session #1 will review revenue and fixed costs.

Other (Continued):

Colorado Department of Revenue – Exempt Fuel – Account selected for review 30 days from 2/17/21.

Completed and e-mailed 03/02/2021 @ 4:23pm. All information was resubmitted via Revenue Online and was accepted 3/10/2021. Additional correspondence received 6/14/2021 requested additional information on the Reedy receipts to be provided within 30 days. All requested information was submitted and is being reviewed.

Stop N Save will be ending the on-account program and will be switching to a Fleet Card Account program. Application has been submitted and being processed.

The Fund Balance and Financial Policy was reviewed by the board at the 5/25/21 meeting with suggested changes. Changes are in process.

Process and handling of Marijuana fee revenue.

Other (New):

Training of the new Finance Clerk – Ongoing.

OTHER TO DO ITEMS:

Surplus Items – have requested procedure confirmation for audit compliance.

ClearGov – The requested changes have been made and are waiting for a second review.

ClearGov – Installation of Budget to Actual.

PTO still needs 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:

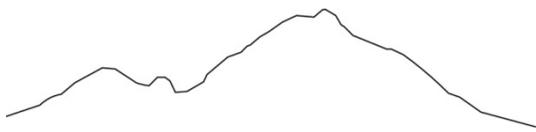
Balance available till 12/31/2021 is \$16,024.38 + \$169.20. This will be on the September 14, 2021, agenda for determination of use.

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.

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 = \$20,177.60. Remaining = \$5,322.31.

GOCO Park, Recreation, and Trails Master Plan (Completion Date = 09/26/2021). Submission pending. Invoice paid to date: \$5,128.50 + 13,850.59 + \$15,817.15 = \$34,796.24. Remaining = \$41,023.84.

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.



MEMORANDUM

To: Board of Trustees, Town of Paonia
From: Bo James Nerlin
Re: Attorney Memo
Date: 9/08/2021
CC: Ms. Corinne Ferguson

This memorandum is to provide a brief update of some of the projects that I have been working on behalf of the Town.

Agenda Preparation and Review

The Town Administrator has been out. With this, I've worked with the Mayor to prepare this month's agenda. The focus of the agenda is to cover any essential items while the Town Administrator remains out on leave.

Town Attorney RFP

I have reviewed the Town Attorney request for proposals included in your packet, and I believe it does a good job of detailing the role and responsibilities of the Town Attorney for any perspective application. I believe that the timeframe provided in the RFP is acceptable.

Marijuana Licensing

I have reviewed and discussed the Marijuana license applications that have been submitted to the Town, and I have discussed with Ms. Ferguson scheduling the licensing hearings for the submitted applications.

Nature Connection

I have reviewed the draft letter of intent from the Nature Connection regarding trail alignment. I have provided comments on this letter of intent to the Nature Connection and the Town Administrator.

Pending Agenda Items

As per the direction provided by the Board at the Town's August 24 Board Meeting, the following items will be placed on the September 28, 2021, Agenda:

1. Follow up discussion regarding proposed citizen's initiative
 - a. Outline of financial and public works documents to be made available
 - b. Discussion of referendum or alternative processes for challenging Council decisions

2. Zoning Board of Adjustments & Appeals
 - a. Follow up discussion regarding concerns raised regarding seat appointment

FOR: 09/14/2021

| UBB OPS DISBURSEMENT SUMMARY | | |
|------------------------------|--|-------------|
| DESCRIPTION | DATES | AMOUNT |
| CURRENT FSBC OPS BALANCE | | 251,661.23 |
| ACCOUNTS PAYABLE | 08/20/21-09/10/21 | (62,029.52) |
| LOAN PAYMENT | PAONIACO2020A BOND PAYMENT-APPROVED 08/24/21 | (24,000.00) |
| NORRIS RETIREMENT PAYMENT | SCHEDULED FOR 9/27/21 | (1,680.00) |
| CHASE CREDIT CARD | 07/24/21 - 08/23/21 | (3,404.41) |
| AMAZON | | |
| TRANSFER TO SUMMIT | | |
| TRANSFER TO SUMMIT | | |
| TRANSFER TO PAYROLL | 8/27/2021 | (23,279.65) |
| TRANSFER TO PAYROLL | 9/10/2021 | (27,075.70) |
| PAYROLL TAXES | 8/27/2021 | (25,397.26) |
| PAYROLL TAXES | 9/10/2021 | (12,069.29) |
| BALANCE AFTER PAYMENT | | 72,725.40 |

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| UBB SUMMIT/PAYROLL DISBURSEMENT SUMMARY | | |
|---|-----------|--------------|
| DESCRIPTION | DATES | AMOUNT |
| CURRENT FSBC SUMMIT BALANCE | | 1,036,629.86 |
| TRANSFER FROM OPS | | - |
| TRANSFER FROM INT. GRANTS | | - |
| CURRENT FSBC PAYROLL BALANCE | | 25.00 |
| TRANSFER FROM OPS | | 23,279.65 |
| TRANSFER FROM OPS | | 27,075.70 |
| PAYROLL (DIRECT DEPOSIT) | 8/27/2021 | (23,279.65) |
| PAYROLL (DIRECT DEPOSIT) | 9/10/2021 | (27,075.70) |
| BALANCE AFTER PAYMENT | | 1,063,730.56 |

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

| | BANK BALANCES | | | DESCRIPTION |
|--------------------------|---------------|--------------|--------------|--------------------------------|
| | FSBC | COLOTRUST | TOTAL | |
| <i>As of: 06/03/2021</i> | | | | |
| GENERAL | | 532,355.34 | | COMBINED FUNDS |
| SEWER RESTRICTED | | 530,444.80 | | PROPERTY SALE-RESTRICTED |
| DEBT RESERVE | | 106,882.59 | | AMKO BOND REQUIRED RESERVE |
| BRIDGE RESERVE | | 588,662.66 | | BRIDGE RESERVE |
| CONS.TRUST | 10,401.75 | | | 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 | 261,064.81 | | | COMBINED FUNDS |
| PARK CONTRIBUTIONS | 12,255.11 | | | SPECIFIC PARK PROJECTS |
| PAYROLL | 25.00 | | | PLACE HOLDER-COMBINED FUNDS |
| SPACE-TO-CREATE | 13,178.40 | | | SPACE TO CREATE ONLY |
| SUMMIT | 1,036,629.86 | | | COMBINED FUNDS |
| WWTP | 58,433.88 | | | OLD SEWER REHAB ONLY |
| CD#2-402 | 203,060.69 | | | COMBINED FUNDS-LOC COLLATERAL |
| CD#3-2578 | 259,811.11 | | | COMBINED FUNDS |
| | 1,854,910.61 | 1,758,345.39 | 3,613,256.00 | |

| | CASH POSITION | | | DESCRIPTION |
|--------------------------|---------------|--------------|--------------|-------------------------------------|
| | COMBINED | RESTRICTED | TOTAL | |
| <i>As of: 06/03/2021</i> | | | | |
| GENERAL | 532,355.34 | | | |
| SEWER RESTRICTED | | 530,444.80 | | RESTRICTED TO SEWER CAPITAL PROJECT |
| DEBT RESERVE | | 106,882.59 | | RESTRICTED LOAN REQUIRMENT |
| BRIDGE RESERVE | | 588,662.66 | | RESTRICTED TO BRIDGE REPAIRS |
| CONS.TRUST | | 10,401.75 | | RESTRICTED TO PARK CAPTIAL PROJECT |
| GRANT PASS THRU | 25.00 | | | |
| INT GRANT | | 25.00 | | RESTRICTED LOAN REQUIREMENT |
| OPS | 261,064.81 | | | |
| PARK CONTRIBUTIONS | | 12,255.11 | | SPECIFIC PARK PROJECTS AS DONATED |
| PAYROLL | 25.00 | | | |
| SPACE-TO-CREATE | | 13,178.40 | | SPACE TO CREATE ONLY |
| SUMMIT | 1,036,629.86 | | | |
| WWTP | | 58,433.88 | | OLD SEWER REHAB ONLY |
| CD#2-402 | 203,060.69 | | | |
| CD#3-2578 | 259,811.11 | | | |
| | 2,292,971.81 | 1,320,284.19 | 3,613,256.00 | |

| 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 | |
|---------------|---------------|---------------------|----------------|----------------|-----------------|------------------|----------------|-----|-----------------|-------------------|-------------------------------|
| 09/14/2021 | 14 | Bolinger & Queen I | 95519 | 501.16 | .00 | .00 | 501.16 | | | | WATER REPAIR |
| 09/14/2021 | 1126 | Brown Hill Enginee | 467 | 1,710.00 | .00 | .00 | 1,710.00 | | | | 2021 SCADA LEASE |
| 09/14/2021 | 21 | Caselle, Inc | 111846 | 1,114.00 | .00 | .00 | 1,114.00 | | | | MONTHLY SOFTWARE FEE |
| 09/14/2021 | 23 | CIRSA | 211535 | 175.00 | .00 | .00 | 175.00 | | | | BOND-C.WUOLLET |
| 09/14/2021 | 673 | City Of Grand Junc | 2021-000741 | 125.00 | .00 | .00 | 125.00 | | | | SEWER SAMPLES |
| 09/14/2021 | 1084 | CSG SYSTEM IN | 268863 | 343.15 | .00 | .00 | 343.15 | | | | LIQUOR NOTICE SIGNS |
| 09/14/2021 | 1218 | DAVID JACOBSON | 01072621_T | 480.00 | .00 | .00 | 480.00 | | | | WATER / SEWER VIDIO |
| 09/14/2021 | 56 | Delta County Land | 8312021 | 3,193.25 | .00 | .00 | 3,193.25 | | | | LANDFILL FEES |
| 09/14/2021 | 43 | Delta Montrose Ele | 9-2021-W | 2,268.11 | .00 | .00 | 2,268.11 | | | | UTILITIES-WATER |
| 09/14/2021 | 46 | Dependable Lumb | 2108-189484 | 780.56 | .00 | .00 | 780.56 | | | | VARIOUS |
| 09/14/2021 | 48 | Don's Market | 01-1277848 | 10.98 | .00 | .00 | 10.98 | | | | SHOP SUPPLIES |
| 09/14/2021 | 48 | Don's Market | 01-1284337 | 3.49 | .00 | .00 | 3.49 | | | | SHOP SUPPLIES |
| 09/14/2021 | 368 | Double J Disposal | 46478 | 292.00 | .00 | .00 | 292.00 | | | | IMG + PARK PORTA POTTIES |
| 09/14/2021 | 50 | Duckworks Auto P | 11044-36902 | 9.52 | .00 | .00 | 9.52 | | | | RAM 3500 REPAIR |
| 09/14/2021 | 986 | Elevate Fiber | 62210-27171 | 807.14 | .00 | .00 | 807.14 | | | | TELEPHONE & INTERNET |
| 09/14/2021 | 62 | Feather Petroleum | 5870809-527 | 1,650.31 | .00 | .00 | 1,650.31 | | | | FUEL |
| 09/14/2021 | 960 | Gambies of Hotchk | B34052 | 26.97 | .00 | .00 | 26.97 | | | | 6V BATTERY |
| 09/14/2021 | 81 | High Country Printi | 19177 | 96.00 | .00 | .00 | 96.00 | | | | WATER LEAK REPORTS CRC |
| 09/14/2021 | 225 | Kwiki Tire Inc | 397044 | 520.25 | .00 | .00 | 520.25 | | | | KODIAC DUMP TRUCK REPAIR |
| 09/14/2021 | 470 | Leon, Susan | 9/1-9/302021 | 725.00 | .00 | .00 | 725.00 | | | | CLEANING CONTRACT |
| 09/14/2021 | 103 | Master Petroleum | CL60657 | 725.72 | .00 | .00 | 725.72 | | | | FUEL |
| 09/14/2021 | 141 | North Fork Service | 521218-5212 | 1,045.95 | .00 | .00 | 1,045.95 | | | | FUEL |
| 09/14/2021 | 122 | Paonia Auto Parts | 379793-3807 | 938.99 | .00 | .00 | 938.99 | | | | VARIOUS |
| 09/14/2021 | 125 | Paonia Farm & Ho | 96159-98934 | 194.23 | .00 | .00 | 194.23 | | | | VARIOUS |
| 09/14/2021 | 1191 | Peter Marshall | 7/29/2021 | 7,475.00 | .00 | .00 | 7,475.00 | | | | CDOT GRANT - BENCH |
| 09/14/2021 | 499 | Phonz + | 11862 | 1,573.74 | .00 | .00 | 1,573.74 | | | | MONTHLY IT FEES |
| 09/14/2021 | 499 | Phonz + | 12006 | 1,573.74 | .00 | .00 | 1,573.74 | | | | MONTHLY IT FEES |
| 09/14/2021 | 737 | Ricoh USA Inc | 5062673946 | 159.77 | .00 | .00 | 159.77 | | | | COPIER COPIES |
| 09/14/2021 | 1217 | Seth Webber | 2106 | 6,000.00 | .00 | .00 | 6,000.00 | | | | MURAL |
| 09/14/2021 | 152 | Southwestern Syst | 202933 | 2,729.50 | .00 | .00 | 2,729.50 | | | | WATER LEAK + STROM DRAIN PLUG |
| 09/14/2021 | 1095 | Stripe A Lot Inc | 1401 | 14,622.08 | .00 | .00 | 14,622.08 | | | | PAINT STRIPING |
| 09/14/2021 | 861 | The Paper-Clip LL | 2041462-204 | 643.37 | .00 | .00 | 643.37 | | | | OFFICE SUPPLIES |
| 09/14/2021 | 161 | UNCC | 221081085 | 54.12 | .00 | .00 | 54.12 | | | | LOCATES |
| 09/14/2021 | 162 | United Companies | 1419423 | 1,408.45 | .00 | .00 | 1,408.45 | | | | STREET REPAIR |
| 09/14/2021 | 441 | USA Blue Book | 707792 | 403.89 | .00 | .00 | 403.89 | | | | WATER PLANT SUPPLIES |
| 09/14/2021 | 1064 | Wain, Simon | 0829021 | 1,150.00 | .00 | .00 | 1,150.00 | | | | STUMP REMOVAL |
| 09/14/2021 | 588 | Wilbur-Ellis Compa | 14559540 | 4,092.00 | .00 | .00 | 4,092.00 | | | | WATER/SEWER CHEMICALS |
| 09/15/2021 | 588 | Wilbur-Ellis Compa | 14596117 | 180.00- | .00 | .00 | 180.00- | | | | DRUM DEPOSIT REFUND |
| 09/14/2021 | 491 | Winwater Corp | 059582 | 2,587.08 | .00 | .00 | 2,587.08 | | | | MANHOLE RISERS |
| Grand Totals: | | | 39 | 62,029.52 | .00 | .00 | 62,029.52 | | | | |

Cash Requirements Summary

| Date | Invoice Amount | Discount Amount | Partial Payments | Net Due Amount | Net Cumulative Amount |
|---------------|----------------|-----------------|------------------|----------------|-----------------------|
| 09/14/2021 | 62,209.52 | .00 | .00 | 62,209.52 | 62,209.52 |
| 09/15/2021 | 180.00- | .00 | .00 | 180.00- | 62,029.52 |
| Grand Totals: | | 62,029.52 | .00 | .00 | 62,029.52 |



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Customer Service: 1-800-945-2028

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| September 2021 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 29 | 30 | 31 | 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 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

New Balance
\$3,404.41
 Minimum Payment Due
\$40.00
 Payment Due Date
09/17/21

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: 4246 3152 5990 8901

| | |
|--------------------------------------|---------------------|
| Previous Balance | \$1,544.71 |
| Payment, Credits | -\$1,544.71 |
| Purchases | +\$3,404.41 |
| Cash Advances | \$0.00 |
| Balance Transfers | \$0.00 |
| Fees Charged | \$0.00 |
| Interest Charged | <u>\$0.00</u> |
| New Balance | \$3,404.41 |
| Opening/Closing Date | 07/24/21 - 08/23/21 |
| Credit Limit | \$45,000 |
| Available Credit | \$41,595 |
| 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 \$3,404.41 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.

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.



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ACCOUNT ACTIVITY

| Date of Transaction | Merchant Name or Transaction Description | \$ Amount |
|---------------------|--|------------|
| 08/17 | AUTOMATIC PAYMENT - THANK YOU | -1,544.71 |
| 07/27 | MESA COUNTY HEALTH 866-7566041 CO | 40.00 ✓ |
| 08/02 | SQ *CDL CERTIFIERS INC Grand Junctio CO | 2,185.00 ✓ |
| 08/20 | SPRINT *WIRELESS 800-639-6111 KS CINDY JONES TRANSACTIONS THIS CYCLE (CARD 8901) \$970.68 INCLUDING PAYMENTS RECEIVED | 290.39 |
| 08/07 | ALLIED ELECTRONICS INC 800-433-5700 TX | 300.68 ✓ |
| 08/16 | ABC-NV 913-8954600 KS TRAVIS LOBERG TRANSACTIONS THIS CYCLE (CARD 2935) \$400.68 | 100.00 |
| 07/26 | INTERNATIONAL INSTITUTE O 909-9444162 CA | 165.00 ✓ |
| 08/16 | ZOOM.US 888-799-9666 WWW.ZOOM.US CA CORINNE FERGUSON TRANSACTIONS THIS CYCLE (CARD 3742) \$205.00 | 40.00 ✓ |
| 08/03 | USPS PO 0769660541 PAONIA CO | 16.80 ✓ |
| 08/16 | USPS PO 0769660541 PAONIA CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8181) \$22.18 | 5.38 ✓ |
| 07/27 | USPS PO 0769660541 PAONIA CO | 1.20 ✓ |
| 08/10 | POPEYES 12075 CLIFTON CO | 9.04 ✓ |
| 08/09 | MCDONALD'S F8442 CLIFTON CO | 8.41 ✓ |
| 08/11 | DENNY'S #8673 CLIFTON CO | 21.19 ✓ |
| 08/12 | TACO BELL 18160 CLIFTON CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 4100) \$48.21 | 8.37 ✓ |
| 08/02 | CITY MARKET 0251 FUEL GRAND JUNCTIO CO | 65.56 ✓ |
| 08/02 | SONIC DRIVE IN #5921 GRAND JCT CO | 9.74 |
| 08/05 | SONIC DRIVE IN #3640 GRAND JUNCTIO CO | 13.00 |
| 08/10 | CITY MARKET 0201 FUEL GRAND JCT CO | 70.50 ✓ |
| 08/09 | SONIC DRIVE IN #5666 CLIFTON CO | 7.99 |
| 08/10 | SONIC DRIVE IN #3640 GRAND JUNCTIO CO | 9.65 |
| 08/12 | CITY MARKET 0401 GRAND JUNCTIO CO | 18.28 |
| 08/16 | CO DRIVER SERVI EMV DENVER CO TOWNOF PAONIA TRANSACTIONS THIS CYCLE (CARD 8158) \$212.95 | 18.23 |

| 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

| Employee Number | Name | 85-00 Net Pay Emp Amt |
|-----------------|--------------------------|-----------------------|
| 1053 | Beardslee, Dominic D | 1,132.40 |
| 1024 | Berger, Brian J | 1,168.16 |
| 1056 | Cecil, Raymond Cole | 791.44 |
| 1052 | Edwards, Roger | 965.93 |
| 1002 | Ferguson, J. Corinne | 2,311.46 |
| 1020 | Ferguson, Neil | 1,904.57 |
| 1022 | Hinyard, Patrick | 1,575.93 |
| 1012 | Huffman, Julie J | 484.84 |
| 1001 | Jones, Cynthia | 1,770.12 |
| 1005 | Katzer, JoAnn | 935.39 |
| 1050 | Loberg, Travis | 2,039.45 |
| 1055 | McCallister, Johnathan M | 1,730.34 |
| 1003 | Mojarro-Lopez, Amanda | 1,032.23 |
| 1023 | Patterson, Taffine A | 1,012.66 |
| 1054 | Redden, Jordan | 1,151.09 |
| 1051 | Reich, Dennis | 982.81 |
| 1021 | Winnett, Lorin E | 1,231.80 |
| 1004 | Wuollet, Candice C | 1,059.03 |

Grand Totals:

18 23,279.65



| Employee Number | Name | 85-00 Net Pay Emp Amt |
|--------------------|--------------------------|-----------------------------|
| 1053 | Beardslee, Dominic D | 1,041.59 |
| 1024 | Berger, Brian J | 1,456.06 |
| 1056 | Cecil, Raymond Cole | 1,056.58 |
| 1052 | Edwards, Roger | 965.94 |
| 1002 | Ferguson, J. Corinne | 2,311.46 |
| 1020 | Ferguson, Neil | 1,904.56 |
| 1026 | Heiniger, Kaden D | 2,991.78 |
| 1022 | Hinyard, Patrick | 2,084.33 |
| 1001 | Jones, Cynthia | 1,770.10 |
| 1005 | Katzer, JoAnn | 1,083.37 |
| 1050 | Loberg, Travis | 2,039.44 |
| 1055 | McCallister, Johnathan M | 1,784.93 |
| 1003 | Mojarro-Lopez, Amanda | 1,032.23 |
| 1023 | Patterson, Taffine A | 1,099.43 |
| 1054 | Redden, Jordan | 1,121.84 |
| 1051 | Reich, Dennis | 982.81 |
| 1021 | Winnett, Lorin E | 1,231.81 |
| 1004 | Wuollet, Candice C | 1,117.44 |
| Grand Totals: | | |
| | | 18 27,075.70 |

Report Criteria:

Unpaid transmittals included
 Begin Date: ALL
 End Date: ALL

| Transmittal Number | Name | Invoice Number | Pay Per Date | Pay Code | Description | GL Account | Amount |
|--------------------|----------------------------|----------------|--------------|----------|---------------------------------------|------------|----------|
| 2 | | | | | | | |
| 2 | IRS Tax Deposit | | 08/20/2021 | 74-00 | Federal Tax Deposit Social Security | 10-0216 | 1,326.08 |
| 2 | IRS Tax Deposit | | 08/20/2021 | 74-00 | Federal Tax Deposit Social Security | 10-0216 | 1,326.08 |
| 2 | IRS Tax Deposit | | 08/20/2021 | 75-00 | Federal Tax Deposit Medicare Pay P | 10-0216 | 444.20 |
| 2 | IRS Tax Deposit | | 08/20/2021 | 75-00 | Federal Tax Deposit Medicare Pay P | 10-0216 | 444.20 |
| 2 | IRS Tax Deposit | | 08/20/2021 | 76-00 | Federal Tax Deposit Federal Withhold | 10-0216 | 2,105.35 |
| Total 2: | | | | | | | 5,645.91 |
| 4 | | | | | | | |
| 4 | Aflac | | 08/06/2021 | 63-01 | Aflac Pre-Tax Pay Period: 8/6/2021 | 10-0225 | 120.18 |
| 4 | Aflac | | 08/06/2021 | 63-02 | Aflac After Tax Pay Period: 8/6/2021 | 10-0225 | 24.90 |
| 4 | Aflac | | 08/20/2021 | 63-01 | Aflac Pre-Tax Pay Period: 8/20/2021 | 10-0225 | 120.18 |
| 4 | Aflac | | 08/20/2021 | 63-02 | Aflac After Tax Pay Period: 8/20/2021 | 10-0225 | 24.90 |
| Total 4: | | | | | | | 290.16 |
| 6 | | | | | | | |
| 6 | Colorado Dept of Labor | | 06/25/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 92.45 |
| 6 | Colorado Dept of Labor | | 07/09/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 99.08 |
| 6 | Colorado Dept of Labor | | 07/23/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 90.91 |
| 6 | Colorado Dept of Labor | | 08/06/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 95.23 |
| 6 | Colorado Dept of Labor | | 08/20/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 95.78 |
| Total 6: | | | | | | | 473.45 |
| 9 | | | | | | | |
| 9 | Colorado Dept of Revenue | | 08/06/2021 | 77-00 | State Withholding Tax Pay Period: 8/6 | 10-0217 | 967.00 |
| 9 | Colorado Dept of Revenue | | 08/20/2021 | 77-00 | State Withholding Tax Pay Period: 8/2 | 10-0217 | 952.00 |
| Total 9: | | | | | | | 1,919.00 |
| 30 | | | | | | | |
| 30 | Empower Retirement | | 08/20/2021 | 51-01 | Retirement Plan Retirement Plan Pa | 10-0220 | 794.40 |
| 30 | Empower Retirement | | 08/20/2021 | 51-01 | Retirement Plan Retirement Plan Pa | 10-0220 | 1,090.40 |
| 30 | Empower Retirement | | 08/20/2021 | 51-02 | Retirement Plan Retirement Loan Pa | 10-0220 | 431.78 |
| Total 30: | | | | | | | 2,316.58 |
| 33 | | | | | | | |
| 33 | FPPA - Fire & Police Pensi | | 08/20/2021 | 50-00 | FPPA Pay Period: 8/20/2021 | 10-0219 | 1,060.30 |
| 33 | FPPA - Fire & Police Pensi | | 08/20/2021 | 50-00 | FPPA Pay Period: 8/20/2021 | 10-0219 | 783.70 |
| 33 | FPPA - Fire & Police Pensi | | 08/20/2021 | 90-00 | Death & Disability Pay Period: 8/20/2 | 10-0219 | 276.60 |
| Total 33: | | | | | | | 2,120.60 |
| 70 | | | | | | | |
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-01 | RMHMO - Employee Only Pay Period | 10-0223 | 262.16 |
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-01 | RMHMO - Employee Only Pay Period | 10-0223 | 4,340.83 |
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-02 | RMHMO - Employee + 1 Pay Period: | 10-0223 | 96.55 |
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-02 | RMHMO - Employee + 1 Pay Period: | 10-0223 | 596.41 |
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-03 | RMHMO - Employee + Family Pay Pe | 10-0223 | 351.54 |

RTK

| Transmittal Number | Name | Invoice Number | Pay Per Date | Pay Code | Description | GL Account | Amount |
|--------------------|--------------------------|----------------|--------------|----------|------------------------------------|------------|------------|
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-03 | RMHMO - Employee + Family Pay Pe | 10-0223 | 4,299.13 |
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-07 | RMHMO - Employee + Spouse Pay P | 10-0223 | 93.98 |
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-07 | RMHMO - Employee + Spouse Pay P | 10-0223 | 874.38 |
| 70 | Rocky Mountain HMO | | 08/06/2021 | 60-01 | July Premium Payment | 10-0223 | 11,719.21 |
| 70 | Rocky Mountain HMO | | 08/20/2021 | 60-01 | RMHMO - Employee Only Pay Period | 10-0223 | 262.16 |
| 70 | Rocky Mountain HMO | | 08/20/2021 | 60-02 | RMHMO - Employee + 1 Pay Period: | 10-0223 | 96.55 |
| 70 | Rocky Mountain HMO | | 08/20/2021 | 60-03 | RMHMO - Employee + Family Pay Pe | 10-0223 | 351.54 |
| 70 | Rocky Mountain HMO | | 08/20/2021 | 60-07 | RMHMO - Employee + Spouse Pay P | 10-0223 | 93.98 |
| 70 | Rocky Mountain HMO | | 08/20/2021 | 60-01 | Reverse July Premium Payment | 10-0223 | 11,719.21- |
| Total 70: | | | | | | | 11,719.21 |
| 71 | | | | | | | |
| 71 | The Harford | | 08/06/2021 | 65-01 | Group#013307460001 Hartford Basic | 10-0226 | 31.80 |
| 71 | The Harford | | 08/06/2021 | 65-02 | Group#013307460001 Hartford Suppl | 10-0226 | 34.94 |
| 71 | The Harford | | 08/06/2021 | 65-03 | Group#013307460001 Hartford Disab | 10-0226 | 134.43 |
| 71 | The Harford | | 08/20/2021 | 65-02 | Group#013307460001 Hartford Suppl | 10-0226 | 34.91 |
| Total 71: | | | | | | | 236.08 |
| 73 | | | | | | | |
| 73 | Delta Dental of Colorado | | 08/06/2021 | 60-05 | Dental RMHMO - Dental Pay Period: | 10-0223 | 314.92 |
| 73 | Delta Dental of Colorado | | 08/20/2021 | 60-05 | Dental RMHMO - Dental Pay Period: | 10-0223 | 314.99 |
| Total 73: | | | | | | | 629.91 |
| 75 | | | | | | | |
| 75 | VSP Insurance CO (CT) | | 08/06/2021 | 60-04 | RMHMO - Vision Pay Period: 8/6/202 | 10-0223 | 48.83 |
| 75 | VSP Insurance CO (CT) | | 08/06/2021 | 60-04 | RMHMO - Vision Pay Period: 8/6/202 | 10-0223 | 71.07 |
| 75 | VSP Insurance CO (CT) | | 08/20/2021 | 60-04 | RMHMO - Vision Pay Period: 8/20/20 | 10-0223 | 48.85 |
| 75 | VSP Insurance CO (CT) | | 08/20/2021 | 60-04 | RMHMO - Vision Pay Period: 8/20/20 | 10-0223 | 71.08 |
| Total 75: | | | | | | | 239.83 |
| 76 | | | | | | | |
| 76 | BC Services Inc | | 08/20/2021 | 70-02 | D.Beardslee Case#20C30193 Garnis | 10-0227 | 279.98 |
| Total 76: | | | | | | | 279.98 |
| Grand Totals: | | | | | | | 25,870.71 |

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

0 * *
 5,645.91+
 290.16+
 1,919.00+
 2,316.58+
 2,120.60+
 11,719.21+
 236.08+
 629.91+
 239.83+
 279.98+
 010
 25,397.26*

Report Criteria:

Unpaid transmittals included
Begin Date: ALL
End Date: ALL

| Transmittal Number | Name | Invoice Number | Pay Per Date | Pay Code | Description | GL Account | Amount |
|--------------------|----------------------------|----------------|--------------|----------|---------------------------------------|------------|----------|
| 2 | | | | | | | |
| 2 | IRS Tax Deposit | | 09/03/2021 | 74-00 | Federal Tax Deposit Social Security | 10-0216 | 1,597.47 |
| 2 | IRS Tax Deposit | | 09/03/2021 | 74-00 | Federal Tax Deposit Social Security | 10-0216 | 1,597.47 |
| 2 | IRS Tax Deposit | | 09/03/2021 | 75-00 | Federal Tax Deposit Medicare Pay P | 10-0216 | 523.91 |
| 2 | IRS Tax Deposit | | 09/03/2021 | 75-00 | Federal Tax Deposit Medicare Pay P | 10-0216 | 523.91 |
| 2 | IRS Tax Deposit | | 09/03/2021 | 76-00 | Federal Tax Deposit Federal Withhold | 10-0216 | 3,111.81 |
| Total 2: | | | | | | | 7,354.57 |
| 4 | | | | | | | |
| 4 | Aflac | | 09/03/2021 | 63-01 | Aflac Pre-Tax Pay Period: 9/3/2021 | 10-0225 | 136.50 |
| 4 | Aflac | | 09/03/2021 | 63-02 | Aflac After Tax Pay Period: 9/3/2021 | 10-0225 | 24.90 |
| Total 4: | | | | | | | 161.40 |
| 6 | | | | | | | |
| 6 | Colorado Dept of Labor | | 06/25/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 92.45 |
| 6 | Colorado Dept of Labor | | 07/09/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 99.08 |
| 6 | Colorado Dept of Labor | | 07/23/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 90.91 |
| 6 | Colorado Dept of Labor | | 08/06/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 95.23 |
| 6 | Colorado Dept of Labor | | 08/20/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 95.78 |
| 6 | Colorado Dept of Labor | | 09/03/2021 | 98-00 | SUTA State Unemployment Tax Pay | 10-0218 | 112.49 |
| Total 6: | | | | | | | 585.94 |
| 9 | | | | | | | |
| 9 | Colorado Dept of Revenue | | 09/03/2021 | 77-00 | State Withholding Tax Pay Period: 9/3 | 10-0217 | 1,217.00 |
| Total 9: | | | | | | | 1,217.00 |
| 30 | | | | | | | |
| 30 | Empower Retirement | | 09/03/2021 | 51-01 | Retirement Plan Retirement Plan Pa | 10-0220 | 793.08 |
| 30 | Empower Retirement | | 09/03/2021 | 51-01 | Retirement Plan Retirement Plan Pa | 10-0220 | 1,103.71 |
| 30 | Empower Retirement | | 09/03/2021 | 51-02 | Retirement Plan Retirement Loan Pa | 10-0220 | 431.78 |
| Total 30: | | | | | | | 2,328.57 |
| 33 | | | | | | | |
| 33 | FPPA - Fire & Police Pensi | | 09/03/2021 | 50-00 | FPPA Pay Period: 9/3/2021 | 10-0219 | 1,064.44 |
| 33 | FPPA - Fire & Police Pensi | | 09/03/2021 | 50-00 | FPPA Pay Period: 9/3/2021 | 10-0219 | 786.76 |
| 33 | FPPA - Fire & Police Pensi | | 09/03/2021 | 90-00 | Death & Disability Pay Period: 9/3/20 | 10-0219 | 277.68 |
| Total 33: | | | | | | | 2,128.88 |
| 70 | | | | | | | |
| 70 | Rocky Mountain HMO | | 09/03/2021 | 60-01 | RMHMO - Employee Only Pay Period | 10-0223 | 300.23 |
| 70 | Rocky Mountain HMO | | 09/03/2021 | 60-01 | RMHMO - Employee Only Pay Period | 10-0223 | 4,340.83 |
| 70 | Rocky Mountain HMO | | 09/03/2021 | 60-02 | RMHMO - Employee + 1 Pay Period: | 10-0223 | 96.55 |
| 70 | Rocky Mountain HMO | | 09/03/2021 | 60-02 | RMHMO - Employee + 1 Pay Period: | 10-0223 | 596.41 |
| 70 | Rocky Mountain HMO | | 09/03/2021 | 60-03 | RMHMO - Employee + Family Pay Pe | 10-0223 | 351.54 |
| 70 | Rocky Mountain HMO | | 09/03/2021 | 60-03 | RMHMO - Employee + Family Pay Pe | 10-0223 | 4,299.13 |
| 70 | Rocky Mountain HMO | | 09/03/2021 | 60-07 | RMHMO - Employee + Spouse Pay P | 10-0223 | 93.98 |

| Transmittal Number | Name | Invoice Number | Pay Per Date | Pay Code | Description | GL Account | Amount |
|--------------------|--------------------------|----------------|--------------|----------|------------------------------------|------------|-----------|
| 70 | Rocky Mountain HMO | | 09/03/2021 | 60-07 | RMHMO - Employee + Spouse Pay P | 10-0223 | 874.38 |
| Total 70: | | | | | | | 10,953.05 |
| 71 | | | | | | | |
| 71 | The Harford | | 09/03/2021 | 65-01 | Group#013307460001 Hartford Basic | 10-0226 | 31.80 |
| 71 | The Harford | | 09/03/2021 | 65-02 | Group#013307460001 Hartford Suppl | 10-0226 | 34.94 |
| 71 | The Harford | | 09/03/2021 | 65-03 | Group#013307460001 Hartford Disab | 10-0226 | 134.43 |
| Total 71: | | | | | | | 201.17 |
| 73 | | | | | | | |
| 73 | Delta Dental of Colorado | | 09/03/2021 | 60-05 | Dental RMHMO - Dental Pay Period: | 10-0223 | 333.37 |
| Total 73: | | | | | | | 333.37 |
| 75 | | | | | | | |
| 75 | VSP Insurance CO (CT) | | 09/03/2021 | 60-04 | RMHMO - Vision Pay Period: 9/3/202 | 10-0223 | 48.83 |
| 75 | VSP Insurance CO (CT) | | 09/03/2021 | 60-04 | RMHMO - Vision Pay Period: 9/3/202 | 10-0223 | 71.07 |
| Total 75: | | | | | | | 119.90 |
| 76 | | | | | | | |
| 76 | BC Services Inc | | 09/03/2021 | 70-02 | D.Beardslee Case#20C30193 Garnis | 10-0227 | 257.27 |
| Total 76: | | | | | | | 257.27 |
| Grand Totals: | | | | | | | 25,641.12 |

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

7,354.57+
 2,328.57+
 2,128.88+
 257.27+
 004
 12,069.29*
 0.*

TOWN OF PAONIA



Regular & Special Town Board Meeting, August 24, 2021
MAYOR AND CITY COUNCILMEMBERS

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

August 24, 2021,

Special Meeting Minutes

5:00 pm

Mayor Mary Bachran called the Special Meeting of the Town of Paonia to order at 5:00 pm. A formal video of the Work Session and Regular Meeting link -

ROLL CALL:

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

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

Committee Structure Review:

Board members spoke about the committee structure based on each committees' roles and responsibilities that were presented. Discussed ad hoc and standby committees.

Trustee Knutson moved that in preparation for redesigning the committee structure that each committee be asked to provide two pieces of information to the Board. One that the committee assignments that are ad hoc and ongoing need to be addressed. Second whether the committee needs to be a standing committee, seconded by Trustee Budinger. Motion unanimously passed.

Trustee Knutson moved to amend the motion to add language - using the screen of governance and management, and that the committees' look at their task to decide which task is governance or management.

TOWN OF PAONIA



Trustee Knutson moved to have the Town Administrator provide alternative staff structure and that individual Board members provide input in advance, seconded by Trustee Pattison. Motion failed with three (3) nays and two (2) ayes.

Mayor Role Review:

Board member discussed the mayor’s roles and responsibilities. Topic of discussion were strong or weak mayor structures.

Trustee Pattison moved that Mayor bring back a list of going projects and activities looking through the same lens of governance vs management, and as a Board can decide what responsibilities they want to confer on the mayor formally, seconded by Trustee Knutson. Motion unanimously passed.

The Special Meeting was Adjourned at 6:15 pm by Mayor Bachran.

August 24, 2021, Regular Meeting Minutes 6:30 pm

Mayor Mary Bachran called the Regular Meeting of the Town of Paonia to order at 6:31 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 Bear, Trustee Pattison, Trustee Knutson, Trustee Budinger, Trustee Johnson and Trustee Meck.

1. Approval of the Agenda:

Trustee Bear moved to approve the agenda as presented, seconded by Trustee Johnson. Motion unanimously passed.

2. Announcements:

Mayor Bachran announced to the Delta County Commissioner’s accepted that the mayor be a on the Airport Committee. The CDOT grant was not granted to the Town. Chief Ferguson announced his resignation along with the resignation of officer Brian Berger and PD Clerk Joanne Katzer. The Governmental Affairs and Public Safety will be conducting an exit interview with the Chief.

Trustee Patterson moved to solicit bids for a municipal organizational, consultant recruiter, seconded by Trustee Meck. Motion failed with two (2) ayes and four (4) nays.

TOWN OF PAONIA



Visitors and Guest:

Mayor gave credit to Seth Weber and artist involved in painting the mural next door to Town Hall, and also to the volunteers Len Howe, Janet Thorup, and Elain Brett with helping with the Town's landscaping.

Community Comment Period:

Mayor Bachran read the decorum statement to Citizens and asked Citizens for comments on Items not on the tonight's Agenda.

Mary DiFranco and Suzanne Watson commented on the fence issue, Marylee Hauze commented on her water leak issue, Bill Brunner and Suzanne Watson also commented on the leak issue. Ashly Sargent commented on the fence issue.

Staff Reports:

Town Administrator Corinne Ferguson report was included and answered Board questions on items in her report.

Town Attorney Nerlin no report was included and reported out to the Board about that the report of the fence issue will be in the next meeting agenda and answered Board questions.

Treasurer Report: Treasurer King was absent from the meeting. Finance Officer Jones was available to answer questions about the documents included.

Disbursements:

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

Consent Agenda

Regular Minutes – 08/10/2021

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

Trustee Pattison moved to amend the motion to only approve items on the consent to number six (6), seconded by Trustee Knutson. Motion unanimously passed.

TOWN OF PAONIA



Mountain Harvest Festival Fee Waiver Request:

Representatives Thomas Backus and Josh Behrman addressed the Board in a request to waive the park use fee of \$450.00.

Trustee Knutson moved to waive the park use fee for the Mountain Harvest Festival, seconded by Trustee Budinger. Motion passes with five (5) ayes and one (1) nay.

Unfinished Business

Community Comment Period:

No comments were made.

Second Reading – Ordinance 2021-06 Municipal Code Modification of Chapter 06 Article 01 – Alcoholic Beverages Licensing and Distance from Public Schools: A second reading review of the ordinance which modifies it to reduce the distance restriction to 350 feet and allows for issuance of bed and breakfast permits.

Trustee Bear moved to approve the Second Reading – Ordinance 2021-06 Municipal Code Modification of Chapter 06 Article 01 – Alcoholic Beverages Licensing and Distance from Public Schools, seconded by Trustee Budinger. Motion unanimously passed.

Second Reading of Ordinance 2021-07 Amendment to Provisions of Town Code Regarding Purchase and Possession of Marijuana: The second reading review of the ordinance which is to address the rescinding of the prohibition of marijuana sales and taxation in the Town of Paonia.

Trustee Budinger moved to approve the Second Reading of Ordinance 2021-07 Amendment to Provisions of Town Code Regarding Purchase and Possession of Marijuana, seconded by Trustee Johnson. Motion unanimously passed

New Business

Community Comment Period:

Bill Brunner commented the structure of the public comment period. Suzanne Watson commented on the commercial zone billing and the acquisition of a public works vehicle. Christina Patterson on the asset inventory for public works.

Zoning Board of Adjustments & Appeals Open Seat Appointments: The Board nominated the candidates to set on the Zoning Board of Adjustment & Appeals.

TOWN OF PAONIA



Trustee Bear moved to nominate all in town residents to be on the Zoning Board of Adjustment & Appeals, names of the members Gia Fanelli, Suzanne Watson, Steve Clisset, and Ian Oeser.

Trustee Knutson moved to nominate Zuzana Tauvinkl to be on the Zoning Board of Adjustment & Appeals seconded by Trustee Budinger. Motion unanimously passed.

Board discussion of Proposed Citizen Initiative Ordinance: Bill Brunner the author of the citizen initiative addressed the Board about CORA request.

Administrator Ferguson is to bring back a CORA cost analysis to the Board.

Trustee Pattison moved to direct staff to do a CORA analysis and bring back to the Board by the second meeting in September, a review of what the processes would look like to get all Trustee emails available on the website to adopt Clear Gove's open check book and to make all unprotected infrastructure information available to the public, seconded by Trustee Knutson. Motion unanimously passed.

Trustee Pattison moved to develop an ordinance to identify protected infrastructure security. Failed for a lack of second.

Trustee Pattison moved to develop an ordinance specifically to protect data access to the Board members, seconded by Trustee Knutson. Motion unanimously passed.

The Board discussed the municipal court part of the ordinance for citizen who want to challenge an ordinance. The Board directed the Town Administrator to put out on the list serve for municipalities to see if there is a Town that has a process of some kind.

Commercial Zone Billing Procedure:

The Board discussed the process of how commercial property owners are being billed. Administrator Ferguson explained how it's historically been done and. Trustee Pattison commented as a public member regarding how she as a commercial property owner is being charged. Trustee Pattison suggested having a single base rate across the Board or by tap size. Town Administrator will contact RCAC, the company that is doing the rate study for the Town, to ask them how this will impact cost.

American Rescue Plan Act (ARPA) Fund Use:

Trustee Bear moved to commit the American Rescue Plan Act (ARPA) Funds of \$369,232.79 dollars to the tank lining of the two million tank and to the altitude valve of the one million tank, seconded by Trustee Budinger. Motion unanimously passed.

TOWN OF PAONIA



Board Review of Debt Reserve Requirements and Fund Balances:

The Board discussed the rate covenant, operation & maintenance reserves.

Trustee Knutson moved to extend the meeting for thirty (30) minutes, seconded by Trustee Budinger. Motion passed with five (5) ayes and one (1) nay.

Board consideration of Town Line of Credit Loan Renewal:

Trustee Pattison moved to renew the line of credit, seconded by Trustee Knutson. Motion unanimously passed.

Board Consideration of Public Works Vehicle Acquisition:

Trustee Knutson moved to authorize the purchase of the vehicles presented, seconded by Trustee Budinger. Motion passed with four (4) ayes and two (2) nays.

Mayor's Report

Report was included. Mayor Bachran answered question on items on her report and commented on the if the Board wanted to bring back the requirement of wearing of mask.

Committee Reports

Finance and Personal: Discussed the budget calendar.

Governmental Affairs and Public Safety: reported as included.

Public Works and Facilities: Nothing to report.

Tree Board: Nothing to report.

Advisory Water Committee: Nothing to report.

Community Comment Period:

Ashley Sargent commented that if her personal information could be redacted before sending out to the Board members. Suzanne Watson commented on the committee wish list, suggested that CORA should have a place on the website, that emails from other citizens should be publicly available for viewing, the Zoning Board of Adjustment & Appeals should have a Planning & Zoning member and needs to be corrected.

TOWN OF PAONIA



Trustee Bear moved to extend meeting for another ten (10) minutes, seconded by Trustee Meck. Motion passed with five (5) ayes and one (1) nay.

Thomas Markle commented on the commercial zone billing procedure and how his commercial property is being billed.

Trustee Pattison would like to add to the next meeting agenda the discussion of how the process structure of the comment period went.

ADJOURNMENT:

The Regular Council Meeting was adjourned at 9:13 pm.

Amanda Mojarro, Deputy Clerk

Mary Bachran, Mayor

DRAFT

TOWN OF PAONIA
REQUEST TO BE PLACED ON AGENDA

PO Box 460
Paonia, CO 81428
970/527-4101
paonia@townofpaonia.com

Here are things you need to know:

- You must contact the Town Administrator or Town Clerk prior to coming to the Board. Quite often the issue can be resolved by staff action.
- No charges or complaints against *individual* employees should be made. Such charges or complaints should be sent to the employee's Department Head in writing with your signature.
- Remarks that discriminate against anyone or adversely reflect upon the race, color, ancestry, religious creed, national origin, political affiliation, disability, sex, or marital status of any person are *out of order* and may end the speaker's privilege to address the Board.
- Defamatory, abusive remarks or profanity are *out of order* and will not be tolerated.

Please complete the following information and return this form no later than the Monday, a week prior to the Board meeting to the above address or bring it to the Town Hall at 214 Grand Avenue.

Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

Regular Board meetings are scheduled for the second and fourth Tuesdays of each month.

Name of person making presentation: Moni Slater or Marsha Brezonick

Organization, if speaking on behalf of a group: Kids Pasta Project

Is this a request for Board action? Yes No

Please provide a summary of your comments:

Requesting liquor permit for dinners
raising money for non profit organizations.

What staff member have you spoken to about this? Please summarize your discussion:

Contact information:

Name: Marsha Brezonick

Mailing Address: PO Box 712
Paonia CO 81428

E-mail: marshabrezonick@gmail.com

Daytime Phone: 9703616305

Office Use Only:

Received: _____

Approved for Agenda: _____

Board Meeting Date: _____

Application for a Special Events Permit

Departmental Use Only

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: 2110 <input checked="" type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day 2170 <input type="checkbox"/> Fermented Malt Beverage (3.2 Beer) \$10.00 Per Day | DO NOT WRITE IN THIS SPACE |
| | Liquor Permit Number |

| | |
|---|-----------------------------------|
| 1. Name of Applicant Organization or Political Candidate <i>Kids Pasta Project</i> | State Sales Tax Number (Required) |
|---|-----------------------------------|

| | |
|---|--|
| 2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP) <i>PO Box 1617 Pawnee CO 81428</i> | 3. Address of Place to Have Special Event (include street, city/town and ZIP) <i>Teen Center Pawnee Town Park 4th Street, Pawnee CO 81428</i> |
|---|--|

| | | | |
|---|-----------------|--|--------------------|
| Name | Date of Birth | Home Address (Street, City, State, ZIP) | Phone Number |
| 4. Pres./Sec'y of Org. or Political Candidate <i>Moni Slater</i> | <i>12/29/61</i> | <i>32483 L SORD HOLT KISS CO 81419</i> | <i>970 2506836</i> |
| 5. Event Manager <i>same</i> | <i>12/29</i> | | |

| | |
|---|--|
| 6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year? <input checked="" 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? _____ |
|---|--|

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 <i>9/27/2021</i> | Date <i>10/4/2021</i> | Date <i>10/25/2021</i> | Date <i>11/1/2021</i> | Date <i>11/8/2021</i> |
| Hours From <i>6 p.m.</i> To <i>8 p.m.</i> |

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>Masha Breonick</i> | Title <i>Board Member</i> | Date <i>8/27/2021</i> |
|------------------------------------|------------------------------|--------------------------|

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.

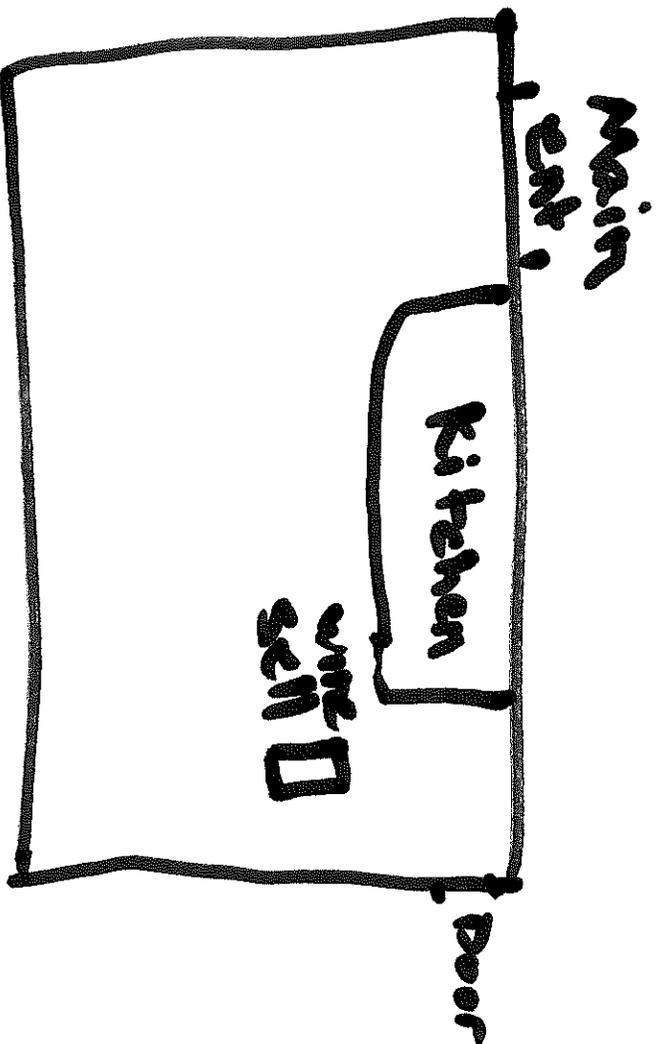
| | | |
|--|--|---------------------------------------|
| Local Licensing Authority (City or County) | <input type="checkbox"/> City <input type="checkbox"/> County | Telephone Number of City/County Clerk |
|--|--|---------------------------------------|

| | | |
|-----------|-------|------|
| 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) | \$ |

KPP



Teen Center

Boxes containing wine will be placed under table where wine will be sold. ID will be required. Signs will be placed on door to keep wine in building.

Review of ongoing GAPS committee topics through the lens of governance versus management

- **Governmental Affairs**
 - Park use fees
 - Management - staff recommendations could come to the board directly for further consideration
 - Out-of-town residents on town committees
 - Governance, but GAPS committee has already provided recommendations, so no additional committee work required
 - Food trucks (draft ordinance was prepared, but has not yet come before the board)
 - Governance, but GAPS committee has already provided recommendations, so no additional committee work required
- **Public Safety**
 - Animal control and registration
 - Management - staff recommendations could come to the board directly for further consideration
 - Resource list for community members in distress
 - Management to develop the list that can be made available now
 - Governance regarding prioritization of additional resources to address homelessness and crisis management
 - Follow up on sealing Poulos Park mural for easier cleaning
 - Management

At this time, GAPS committee will not continue to meet on a regular basis and instead would meet as needed if additional tasks are assigned by the board.

Mayor Roles and Responsibilities

1. Adhere to State and Town requirement including signing documents and acting as executive head of the Town at ceremonies. **Administrative**
2. Conduct the Board of Trustees meetings. **Administrative**
3. Act as day-to-day supervisor for the Town Administrator and meet with him/her weekly. **Administrative**
4. Supervise the Chief of Police. **Administrative**
5. Represent the Town at County and Regional meetings. Bring information from those meetings back to the Board. **Administrative**
6. Investigate funding opportunities including grants and follow up on those opportunities when applicable. Write, or help write grants for benefit the Town. **Managerial** *This is a personal investment in the Town. The Town Administrator has stated she does not have grant writing experience and I do. It seems in the best interest of the Town to accept the gifts of time and expertise offered to the Town with no compensation when that expertise is not available on staff.*
7. Act as liaison with various agencies in coordination with the Town Administrator and/or Chief of Police. These might include State agencies including funders, non-profit agencies, local and County entities, regional agencies and Federal agencies. **Administrative**
8. Search out information on Town issues when applicable. Recent examples include finding information on ARPA funding and requirements, investigating water rights for the Town, speaking with the Attorney General's water division office and Gunnison River Basin office, getting information from CIRSA on committee structure, getting information from CML. **Administrative/Managerial** *While this can be done by the Town Manager, a request or discussion with the Mayor adds weight and attention to the issue that may not be brought to bear at a lower level and can result in action much more quickly.*
9. Advocating for the Town at all levels of government, with funding agencies and non-profits. **Administrative**
10. Begin to collect information, create relationships and investigate possibilities on possible future issues such as affordable housing, enhancements to Town properties, etc. **Managerial** *Again, when the Mayor is inquiring, more weight can be given to the issue.*

REQUEST FOR PROPOSAL – TOWN ATTORNEY

The Town of Paonia is currently seeking the services of a municipal attorney to serve as their Town Attorney. It is intended that the successful candidate would perform the services listed in this proposal.

COMMUNITY BACKGROUND

The Town of Paonia was incorporated in 1902. The Town has a population of approximately 1,451 residents. The community consists of approximately 800 households. The Town is almost entirely built-out.

The community is zoned for and developed with different zones for commercial, residential, industrial and developing resources. Listed below are amenities located within Town limits:

Parks: Apple Valley Park, Town Park, Poulos Park, Paonia River Park, and Lee's Park.

Paonia Public Library

Delta County Fire Protection District #2

Town Hall, which includes town administration, police, public works, parks, and municipal court;

Public schools: Paonia Elementary and Junior and High School, _____ and Vision Charter.

The Town of Paonia has a Mayor/Council form of government. There are six (6) Board of Trustee representatives, and each representative is elected to the Board for staggered four (4) year terms. The Mayor is elected for a four (4) year term. Every two (2) years, (possibly) the Mayor and three (3) Council representatives are up for election. The Mayor and all Trustees are elected "at-large."

The Town employs Department Heads and a staff of approximately 9 full time and 2 part-time employees to manage the Town's day-to-day business. Town departments include: administration, public works, and police. In addition to the Board of Trustees and the Mayor, there are currently three (3) volunteer boards: Planning Commission, Water Advisory Board, and the combined Zoning Board of Adjustments, and the Board of Adjustment and Appeals.

SCOPE OF SERVICES

CRS 31-4-304 provides for the appointment of a Town Attorney. "The city council shall appoint a city attorney, who, upon taking office, shall be an attorney-at-law licensed to practice in the state of Colorado."

Town Attorney-Functions and Duties:

(a) The Attorney shall act as legal advisor to, and be attorney and counsel for, the Board of Trustees and the Mayor. They shall advise any officer or department head of

the Town in matters relating to their official duties when so requested and shall file with the Clerk a copy of all written opinions given by them.

(b) The Attorney shall prepare or review all ordinances, contracts, bonds, and other written instruments, which are submitted to him by the Board or by the Mayor and shall promptly give their opinion as to the legal consequences thereof.

(c) The Attorney shall prosecute ordinance violations and they shall conduct for the Town such cases in court and before other legally constituted tribunals. They shall file with the Clerk copies of such records and files relating thereto as the Board may direct.

(d) The Attorney shall call to the attention of the Board all matters of law, and changes or developments therein, affecting the Town.

(e) The Attorney shall perform such other duties as may be prescribed for them by the Board of Trustees, including municipal court prosecution.

The Town Attorney is usually required to attend in person or remotely one (1) Board of Trustee meeting a month, and may be required to attend Board of Adjustment and Appeals, Planning & Zoning Commission, weekly staff meetings with the Department Heads, and other meetings as necessary. Again, meetings can be attended in person or remotely.

PROPOSAL REQUIREMENTS

The following items should be addressed as part of the 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.
2. Provide a list of other municipal clients with whom you have worked in the past five years.
3. Describe any knowledge or experience that makes you particularly qualified for the 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.
5. Provide your Martindale-Hubbell rating and a biography.
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.
7. Please disclose any potential conflicts of interest.
8. Please provide a minimum of three client references.
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.

10. Please provide the name of your professional liability insurance carrier and the limits of your professional liability insurance.
11. Describe the support services you would receive from your firm if selected.
12. Specify availability and preferences for in person or remote attendance.

GENERAL TERMS AND CONDITIONS

1. The Town reserves the right to undertake its own investigation to evaluate a candidate. The Town shall have the sole discretion to accept or reject a proposal.
2. All proposals become the property of the Town upon receipt and will not be returned to the candidate. Selection or rejection of the proposal will not affect this right.
3. The Town operates under the public disclosure laws, as part of normal procedures. Proprietary information must be identified and will be protected as far as possible.
4. Cost of developing the proposal, attendance at the oral interview or any other such costs are entirely the responsibility of the candidate and shall not be reimbursed in any manner by the Town.
5. Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFP or to follow the proposal format requested in the RFP may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.
6. The successful candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
7. The final selection will be based on the written proposal, oral and written responses of client references and on the interview with the candidate.

SELECTION PROCESS

The following is the timeline for the selection process:

Send out Request for Proposals: September 20, 2021

Deadline for submission of proposals: November 1, 2021 (4:30 p.m.)

Schedule interviews: November 10, 2021

Conduct interviews: November 16, 2021

Appointment of Town Attorney at Board Meeting: November 23, 2021

Questions concerning the information contained herein should be directed to the following person:

Corinne Ferguson, Town Administrator 970/527-4101 telephone 970/527-4102 fax

Written proposals will be received at the Town of Paonia, Clerk's Office, PO Box 460, 214 Grand Avenue, Paonia, CO 81428, or via e-mail at: corinne@townofpaonia.com, until 4:30 p.m. on Monday, November 1, 2021. The Town reserves the right to accept or reject any and all proposals and to waive any informalities or irregularities in said proposals. The Request for Proposal does not bind the Town to accept a proposal when, in

the Town's sole discretion; the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the proposal of the change in writing. The Town of Paonia is an equal opportunity employer.

3. **Extent of Services.** The Hotchkiss employees shall devote sufficient time and attention to the performance of his or her duties and shall not be engaged in any other activity that would interfere with his or her ability to perform the duties under this Agreement. The duties shall be rendered in the Town of Paonia, Colorado, or at such other place or places and at such times as the needs of the Town of Paonia may from time-to-time dictate.

ARTICLE 3 FEES AND OTHER COMPENSATION

3.01. Hotchkiss agrees to provide the following services for Paonia as outlined on the Attachment A, attached hereto and incorporated herein, hereinafter (the “Services”). Hotchkiss shall provide the services at the following rate: \$39.00 per hour invoiced bi-weekly

ARTICLE 4 TERMINATION

4.01 Termination by Mutual Agreement or Unilaterally: This Agreement may be terminated at any time by mutual agreement in writing or by either party’s giving not less than five (5) days’ notice to the other party, specifying the date of termination.

ARTICLE 5 GENERAL PROVISIONS

5.01. Entire Agreement: This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the engagement of Hotchkiss by Paonia and contains all of the covenants and agreements between the parties with respect to that hiring in any manner whatsoever. Each party to this Agreement acknowledges that no representation, inducements, promises or agreements, orally or otherwise, have been made by any party or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding on either party, except that any other written agreement dated concurrent with or after this Agreement shall be valid as between the signing parties thereto.

5.02. Modifications: Any modification of this Agreement shall be effective only if it is in writing and signed by the party to be charged.

5.03. Waiver: The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

5.04. Partial Invalidity: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

5.05. Governing Law: This Agreement shall be governed by the laws of the State of Colorado.

5.06. Attorney's Fees: If any legal action is commenced or necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursements in addition to any other relief to which that party may be entitled.

This Agreement is executed in the Town of Hotchkiss, County of Delta, State of Colorado, on this _____, 2021.

TOWN OF HOTCHKISS, COLORADO, a Colorado statutory town:

By: _____
Larry B Wilkening, Mayor, Town of Hotchkiss

TOWN OF PAONIA, COLORADO, a Colorado statutory town:

By: _____
Mary Bachran, Mayor, Town of Paonia

- Exit interview
 - GAPS committee will confirm confidentiality requirements with Attorney Nerlin
 - GAPS committee has reached out to Chief Ferguson to schedule the interview process (form to be returned in writing, followed by an in-person meeting)
 - Pending confirmation by Attorney Nerlin, GAPS committee will prepare a summary of the interview and provide this summary to the board