

Minutes
Town Board Regular Meeting
Town of Paonia, Colorado
March 27, 2018

RECORD OF PROCEEDINGS

The Regular Meeting of the Town Board of Trustees held Tuesday, March 27, 2018 was called to order at 6:30 PM by Mayor Charles Stewart, followed by the Pledge of Allegiance.

Roll Call:

Trustees present were as follows:

Charles Stewart
David Bradford
Bill Bear
Chelsea Bookout
Karen Budinger
Barry Pennell
Suzanne Watson – arrived at 6:35pm

Town Staff present were as follows:

Clerk Corinne Ferguson
Finance Officer Cindy Jones
Police Chief Neil Ferguson
Public Works Director Travis Loberg
Treasurer Ross King

A quorum was present and Mayor Charles Stewart proceeded with the meeting.

Approval of Agenda

Motion by Trustee Bear, supported by Trustee Bradford to approve the agenda as presented.
Motion carried unanimously.

Announcements

The Kid's Pasta Project is April 9th, hosted at the Edesia Community Kitchen in support of the Space to Create funding. The dinner will be provided from 6:30pm to 8:30pm.

The Delta County Economic Planning (DCED) annual meeting is scheduled for April 12, 2018 at 5:30pm.

Recognition of Visitors & Guests

AmeriCorp Support Request for National Service Recognition Day – Four (4) AmeriCorp Vista members were present. A handout was provided to the Board which included a link to support the many facets of AmeriCorp Vista volunteer work. April 3rd is the Day of Service, which will include volunteer work with the group A Little Help, serving community elderly population.

Consent Agenda

Minutes:

March 13, 2018 Regular Meeting.

Motion by Trustee Bradford, supported by Trustee Budinger to approve the consent agenda as presented. Motion carried unanimously.

Mayor's Report

Thank you cards for Town budgeted donations were received from Hope West, Paonia Senior Center, and All Points transit.

Town Administrator's Report

Administrator Knight reported his plan to approve a short-term contract with Colorado Code Company which will allow for Dan Reardon to remain as the interim building inspector until the end of May. At that time a full comparison of contracts and costs to retain a building inspector in-house will be presented to the Board for a decision.

Discussion ensued regarding the functionality of a contract inspector versus an in-house inspector.

Dorien Bethune – Box Elder Avenue – noted concern with someone not familiar with the area and nuances of Paonia.

Public Works Department Report

1. Engineer planning work continues
2. A Public Hearing to update the Board on the waterline projects will be at the next meeting
3. Roop Excavating, LLC completing the 2MG drainage repairs
4. Soliciting bids for the 1MG storage tank sandblasting

Police Department Report

1. The current blotter included in packet
2. Yager re-trial is over. Mr. Yager was again found guilty and sentencing is set for May 15th
3. Kris Urbin passed his POST certification test on March 21st
4. Increased traffic enforcement underway
5. Addressing several on-going code enforcement issues
6. Attended last Hazard Mitigation Plan Meeting

Treasurer's Report

1. Disbursements and payroll reviewed
2. Title Company is researching deeds and potential restrictions regarding the old sewer plant site and Lee's Court
3. Working with Finance Officer Jones on review and amending reports
4. Finalizing bank institution transfer

Unfinished Business

None

New Business

Minnesota Domestic Pipeline – Water Tap Purchase

Adolphe vonGontard was present as waterline president and purchaser of the requested water tap. The property was purchased last fall. A non-compliant building has been removed and Mr. vonGontard requests permission to purchase a tap for a farm sink/wash area in an existing outbuilding.

Discussion ensued regarding minor errors within the application.

Motion by Trustee Bradford, supported by Trustee Watson to approve the sale of one (1) out-of-Town water tap to Minnesota Domestic Pipeline.

Motion to amend main motion by Trustee Bear, supported by Trustee Bradford, to request minutes from water company be included in the application packet. Amended motion carried

unanimously.

One Thirty-Three, LLC Report of Corporate Changes

Jennifer McGavin, owner of West Elk Wine & Spirits, requested a modification of existing premise for the liquor store license. The space will include additional storage and office space.

Motion by Trustee Bear, supported by Trustee Budinger to approve the report of corporate changes for One Thirty-Three, LLC dba West Elk Wine & Spirits – modification of premise. Motion carried unanimously.

Paonia Town Park Revitalization Project

A request for proposal was published and three (3) concrete contractors were directly contacted to bid. A site walk through was scheduled for March 14th and the bid period closed March 22nd. Two (2) bids were received from C&N Construction and ASAP Construction.

Trustee Bradford noted some initial concern that the project may go over budget due to lower funds received from the Colorado Lottery than anticipated. The project was bid in sections so the project can be scaled back based on budget constraints. The Public works committee recommends approval.

Discussion ensued regarding bid section review, funding and fund allocations for each section of the project, and memorial walls.

Public Works Director Loberg discussed areas in the current public works budget than can be reallocated for the revitalization project and requested the Board replenish the funds borrowed from with potential overages from memorial brick sales.

Motion by Trustee Bradford, supported by Trustee Bear to approve the concrete bid proposal with C&N Concrete in the amount of \$28,200.00. Motion carried with five (5) ayes and one (1) nay.

North Fork Ambulance Lease Modification

Request by the North Fork Ambulance Association to update the existing lease agreement and change the name of the association, should they become a special district at a later date.

The original lease has been in effect since 1974. Discussion ensued regarding the costs of the addition to the Town shop for the ambulance barn and a renewal date for the modified lease agreement. An association member was requested to attend a future meeting.

Plumbing Repair Bid Approval

Old/Outdated faucets and traps are rusting and leaking sinks, fixtures, and commodes in aged facilities. Staff requested approval to replace/ repair sinks, commodes, and fixtures as necessary.

Cost for installation of trap valves for sewer drains have been requested as well, and will be included prior to the meeting.

Solicited bids from:

Waske Plumbing

J&M Plumbing

Advantage Plumbing & Heating LLC

Advantage Plumbing and Waske plumbing both performed an on-site inspection and confirmed the need for the repairs, but only Advantage Plumbing provided a proposal for the repairs.

Motion by Trustee Bradford, supported by Trustee Budinger to approve the plumbing proposal with Advance Plumbing & Heating, LLC in the amount of \$6,200. Motion carried unanimously.

Ordinance 2018-01 – Repeal/Addition of Certain Section(s) of Garbage Ordinance 2015-02

In order to set costs for garbage hauling by Resolution, a clause must be added to the ordinance permitting the change. This change mirrors the change set to the water ordinance in 2017.

Motion by Trustee Bear, supported by Trustee Budinger to accept first read of Ordinance 2018-01 amending Garbage Ordinance 2015-02 and set for second read and adoption at the April 10,

2018 Board meeting. Motion carried unanimously.

Discussion Request from Trustee Watson – Building Permit Fee Schedule

Trustee Watson presented her notes regarding the base fee for the existing permit fee schedule. The initial fee schedule was passed in September 2015 under Resolution 2015-13. The established base permit fee for up to \$500 was \$25.00. With Resolution 2015-13 the base fee was increased from \$25 to \$35 plus formula.

Discussion ensued regarding the formula for building permits, the intent behind the increase, and the lack of the fee form being attached to the resolution.

Motion by Trustee Watson, supported by Trustee Budinger to direct staff to provide a building permit fee schedule via resolution to the Board for approval. Motion withdrawn.

Motion by Trustee Watson, supported by Trustee Bookout to table discussion until the next meeting.

Motion to Amend main motion by Trustee Bear, supported by Trustee Watson for staff to include additional information regarding the history of the building permit fees. Amended motion carried unanimously.

Disbursements

Motion by Trustee Budinger, supported by Trustee Bookout to authorize the disbursements as reviewed by the Town Treasurer and Finance Committee for March 27, 2018 in the amounts of, \$52,325.97 for accounts payable, \$6,430.83 for payroll taxes, \$831.15 for payroll check, \$17,019.92 for payroll direct deposit, and \$6,566.93 for credit card. Motion carried unanimously.

Finance and Personnel: Trustees Bookout & Budinger:

Draft one (1) of the updated Personnel Handbook was provided to the Board March 21st. Trustee Budinger provided an overview of the work process. The draft has been reviewed by the town Administrator and all department heads. The most significant change is the categorization of all time off as paid time off (pto).

Motion by Trustee Bradford, supported by Trustee Bookout to set a work session to discuss the draft personnel handbook on Tuesday, April 10, 2018 at 5pm. Motion carried unanimously.

Public Works: Trustees Bear & Bradford:

1. Next meeting set for April 5th
2. Park rehabilitation group met and agreed with moving forward with granite face memorial wall
3. BLM hosted a recreation meeting in Hotchkiss

Governmental Affairs: Trustees Pennell & Watson:

Nothing to report.

S2C: Trustees Budinger & Pennell:

1. Received the final draft feasibility study. Will provide to Board March 28th and present to the public April 9th at the Kids Pasta Project fundraising dinner.

Tree Board: Trustee Dave Bradford & Chair Samira Hart:

Nothing to report.

Motion by Trustee Budinger, supported by Trustee Bookout to extend the meeting time to 10:30pm. Motion carried unanimously.

Executive Session:

Motion by Trustee Budinger, supported by Trustee Bear to enter in to executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; specific to Town Administrator Knight. Motion carried unanimously.

Entered executive session at 9:14pm.

Returned to open session at 9:41pm.

In attendance were Mayor Stewart, Trustees Bear, Bookout, Bradford, Budinger, Pennell, Watson and Town Attorney Bo Nerlin.

No issues noted.

Adjournment

Motion by Trustee Bradford, supported by Trustee Budinger to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned by Mayor Stewart at 9:43pm

s/s
J. Corinne Ferguson, Town Clerk

s/s
Charles Stewart, Mayor