

Minutes
Town Board Regular Meeting
Town of Paonia, Colorado
April 10, 2018

RECORD OF PROCEEDINGS

The Regular Meeting of the Town Board of Trustees held Tuesday, April 10, 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

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 Bookout to approve the agenda as amended, removing Regular minutes from March 27th and the executive session. Motion carried unanimously.

Announcements

Kristopher Urbin was sworn in as a police officer for the Paonia Police Department.

Recognition of Visitors & Guests

Thomas Markle – Second Street – requested information regarding the completion of the 2017 Audit.

Constantine Hirschfeld – Rio Grande – requested repair to the area surrounding the ditch water diversion box on Third Street and Rio Grande.

Public Hearing – Waterline Project

Mayor Stewart opened the public hearing at 6:40PM and outlined a hearing procedure. Administrator Knight provided an overview of the necessity of the public hearing, which is a requirement for changes proposed to the original amended preliminary engineering report (PER).

1. The purpose of the Public Hearing is to solicit public comments on additions to the Town's Lamborn Mesa Water Treatment Plant Improvements and Waterline Replacement Projects.
2. We first thought it might be helpful to provide some background information on the project that dates back to 2012. The Town's raw water supply for the Lamborn Mesa

Water Treatment Plant (Upper WTP) was reclassified in 2012 from a groundwater (GW) supply to a groundwater supply under the direct influence of surface water (GWUDI) supply. As a result of the reclassification, improvements to the treatment plant filtration process were necessary.

3. As part of the Upper WTP improvements project to upgrade the filtration process, the Town also decided to increase the finished water storage at the Upper WTP Site by an additional 2.0 MG, and to install a new raw waterline from Reynolds Springs to the Upper WTP to provide for a redundant raw water source.
4. In order to fund the improvements, the Town secured financing for the project(s) through a Drinking Water Revolving Fund (DWRF) Direct Loan and Principal Forgiveness Loan, a DOLA Energy Impact Assistance Fund (EIAF) Grant, and a CWCB Loan for a total of approximately 4.82 million dollars.
5. The Reynolds Springs raw waterline was completed in 2014, and the Upper WTP improvements were completed in March of 2016.
6. After the Upper WTP improvements were completed, the Town decided to reevaluate the need for additional storage and whether it might be more cost effective to replace sections of the Out-of-Town water transmission main system and various other waterlines within the In-Town water distribution system. The waterlines were all in various stages of disrepair that in some cases were over 50 years old and subject to numerous leaks and breaks from corrosion. The thought was that the Town could eliminate any current need for additional storage by eliminating leaks in the water transmission main and water distribution systems.
7. As a result, the Town decided to replace seven (7) individual waterline replacements with funding that was to be used to construct the additional storage tank. A total of four (4) Out-of-Town water transmission main segments were replaced in 2016 and 2017 (show maps if helpful), and a total of three (3) In-Town waterline segments were replaced in 2017 (show maps if helpful).
8. Because both the Out-of-Town and In-Town waterline replacement projects were both under budget, the Town has decided to replace a pressure reducing valve (PRV) and vault along the Dry Gulch water transmission main near Harding Road, and replace two additional segments of the In-Town water distribution system with the remaining balance from the Town's project funding.
9. The existing PRV system has limited operational flexibility in reducing the high inlet pressures generated from the elevation of the existing 2.0 MG finished water storage tank at the Upper WTP site. The new PRV consists of a new manifold system with redundant PRVs to safeguard against excessive pressures should one of the PRVs malfunction. The new PRV system will provide greater operational flexibility and capabilities in reducing pressures to prevent pressure spikes in the Town's water distribution system that have occurred in the past due to malfunctions with the existing PRV.

The two In-Town waterline replacements include approximately 560 lineal feet of waterline along Clark Avenue south of 2nd Street (Segment #4), and approximately 770 lineal feet of waterline along Dorris Avenue south of 2nd Street (Segment #5). Both of these additional segments were identified by the Town as the next highest priorities for upgrading the In-Town water distribution system.
10. The estimated cost for the three (3) additional improvements is between \$300,000 and \$400,000 that will exhaust the Town's remaining project funding.
11. It is anticipated that the PRV and the In-Town waterline replacement projects will be completed during the 2018 summer construction season.

Discussion ensued regarding the project history and the addition of two waterline segment replacements located on Dorris Avenue and Clark Avenue.

Board Comment:

Location of existing PRV vaults. Line repairs since upgrade. Causes for State water reclassification.

Public Comment:

No additional comment.

Mayor Stewart closed the public hearing at 6:55PM.

Motion by Trustee Bradford, supported by Trustee Bookout to accept the discussion points and approve the amendment to the Amended Preliminary Engineering Report adding two segments of waterline replacement to the in-Town waterline project on Dorris and Clark Avenue and the addition of a PRV. Motion carried unanimously.

Consent Agenda

Rotary Club of the North Fork Valley Annual Ducky Derby – September 29th
Western Slope Conservation Center Annual River Float and Fest – June 2nd

Motion by Trustee Bear, supported by Trustee Budinger to approve the consent agenda as amended. Motion carried unanimously.

Mayor's Report

Nothing to report.

Town Administrator's Report

1. DCED annual meeting is scheduled for April 12th at the Orchard City Town Hall
2. Election results certification is April 13th at 8:30 in Delta
3. Scheduling with CML, CIRSA, and Region 10 for a joint Board training with neighboring communities
4. Leaving the office early Friday to close on home purchase

Public Works Department Report

1. Meter replacement continues
2. Street sweeping will begin over the next few weeks
3. Wood chips in Town Park will be spread

PW Director Loberg requests permission to purchase a commercial lawn mower for the Town Park maintenance. Five (5) estimates were received. Four (4) were new units and one (1) was for a used unit. The 2018 budget allocated \$12,000 for the purchase.

Discussion ensued regarding the different options, attachments, and used versus used unit.

Motion by Trustee Bear, supported by Trustee Bradford to authorize the purchase of the John Deere mower for \$12,500. Motion carried with five (5) ayes and one (1) nay.

Police Department Report

1. The current blotter included in packet
2. Officer Urbin field training (fto) continues
3. The furniture installation is complete in the police department
4. Code enforcement and speeding closely monitored
5. Speed sign will be out once Town is past a snow probability
6. Plan to certify another bicycle officer in the future

Treasurer's Report

1. Disbursements and payroll reviewed
2. Lee's Court title work finalized
3. Requested the addition of a payment for \$85.52 for work session expenses
4. Reviewing audit materials for submittal
5. Thanked Board for heating system upgrade and notified the Board that the previous system was releasing carbon monoxide in to the building when it came on

Unfinished Business

Ordinance 2018-01 Repeal/Addition of Certain Sections of Garbage Ordinance 2015-012
Ordinance 2018-01 passed first reading at the previous April 10, 2018 Regular meeting. This satisfies any second reading requirement.

Motion by Trustee Bear, supported by Trustee Budinger to adopt Ordinance 2018-01 amending garbage ordinance 2015-02 and set for publication. Motion carried unanimously.

Building Permit Fee Schedule Discussion

This is a continuation of tabled discussion from Regular Meeting March 27, 2018. Previous handouts, work product, and minutes regarding permit fees and fee formula were provided to the Board in the packet. Staff requests Board direction regarding the permit fee for permits in the amounts of \$1.00 - \$500.00

Possible solutions discussed:

1. \$1-\$500 flat fee of \$35.00
2. \$1 - \$100 base fee of \$35.00 + \$7 for each additional \$100 to equal to \$70.00
3. \$1 - \$500 flat fee of \$70.00

Discussion ensued regarding the initial fees, the intent of the permit fee increases in 2015 and various discussions regarding the fee increase.

Motion by Trustee Watson, supported by Trustee Pennell to direct staff to present a new permit fee schedule reflecting a flat \$35 permit fee for \$1 to \$500.

Motion to amend by Trustee Watson, supported by Trustee Bookout to direct staff to present a new permit fee of \$35 via resolution. Motion carried unanimously.

Trustee Bradford called for the question. Call carried unanimously.

Amended motion carried with five (5) ayes and one (1) nay.

Administrator Knight added for clarification that while we have a permit fee formula, per our contract with Colorado Code Consulting we are operating under the section referring to actual costs.

Motion by Trustee Budinger, supported by Trustee Bookout to amend agenda and place new business item at the end of agenda. 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 April 10, 2018 in the amounts of, \$34,199.46 for accounts payable, \$75,000.00 bank transfer, \$18,254.08 for payroll taxes, \$16,344.17 for payroll direct deposit, and \$886.56 for credit card. Motion carried unanimously.

Finance and Personnel: Trustees Bookout & Budinger:

Nothing to report.

Public Works: Trustees Bear & Bradford:

Meeting postponed. Nothing to report. Discussion ensued regarding safety and sanitary concerns

with sandbox in Town Park.

Motion by Trustee Bookout, supported by trustee Budinger to direct the Public Works Committee to review options for the sandbox area. Motion carried unanimously.

Governmental Affairs: Trustees Pennell & Watson:

Nothing to report.

S2C: Trustees Budinger & Pennell:

1. The Kids Pasta Project fundraising dinner and auction were very successful raising nearly \$1,400.

Tree Board: Trustee Dave Bradford & Chair Samira Hart:

Mayor Stewart read the Arbor Day proclamation for April 27th. The event will take place at Apple Valley Park at 1pm.

Motion by Trustee Bradford, supported by Trustee Bookout authorizing Mayor Stewart to sign the arbor Day Proclamation. Motion carried unanimously.

Administrator Knight provided information regarding continued needs for the Honey Locust tree in Poulos Park and asked for Board direction. Discussion ensued regarding fire blight and canker blight disease, spread ability, water needs and potential drought season.

Motion by Trustee Bradford, supported by Trustee Budinger to direct staff to remove the Honey Locust from Poulos Park as is convenient. Motion carried with five (5) ayes and one (1) nay.

New Business

Personnel Handbook Update

Discussion continued from work session regarding the draft personnel handbook.

Pg. 27 – exempt employee compensation

Pg. 32 – Section 612 – Telecommuting and value process

Pg. 37 – Active shooter plan necessity

Additional section regarding crimes/incidents outside of the workplace

Pg. 39 – Section 703 – safety sensitive employee positions

Pg. 45 – Correction to step 3.

Set work session for April 24th at 5:30PM.

Adjournment

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

The meeting was adjourned by Mayor Stewart at 9:40pm

s/s
J. Corinne Ferguson, Town Clerk

s/s
Charles Stewart, Mayor