

NOTE: Clerk Ferguson absent for part of the meeting. Action minutes only

Minutes
Town Board Regular Meeting
Town of Paonia, Colorado
May 8, 2018

RECORD OF PROCEEDINGS

The Regular Meeting of the Town Board of Trustees held Tuesday, May 8, 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
Mary Bachran
Bill Bear
Chelsea Bookout
Karen Budinger
Samira Hart
Barry Pennell

Town Staff present were as follows:

Clerk Corinne Ferguson – in at 7:45PM
Finance Officer Cindy Jones
Police Chief Neil Ferguson
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 Hart to approve the agenda as presented. Motion carried unanimously.

Announcements

Town Attorney is not in attendance because it was determined he was not needed.

Municipal Quarterly meeting was April 27th. Anticipates a loss in revenue due to Gallagher Amendment.

Presentation of Certificate of Appreciation to former Mayor Pro-Tem David Bardford.

Recognition of Visitors & Guests

Elaine Brett – Hawks Haven Road – Meeting in Hotchkiss regarding Rural Philanthropy Days.

North Fork Valley Creative Coalition – Signage & Wayfinding Plan – Susie Kaldis-Lowe

Motion by Trustee Bookout, supported by Trustee Pennell to approve use of the community room as presented May 30 – June 5th. Motion carried unanimously.

Motion by Trustee Bookout, supported by Trustee Budinger to waive community room rental fees, and provide documentation of costs as in-kind. Motion carried unanimously.

Consent Agenda

1. Work Session minutes April 24, 2018
2. Regular Meeting minutes April 24, 2018
3. Paonia Liquors, Inc dba Paonia Liquors – Retail Liquor License Renewal

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4. Blue Sage Center – Report of Corporate Changes
5. Flying Fork Café – Liquor License Renewal – Expired License

Motion by Trustee Bachran, supported by Trustee Hart to approve the consent agenda as presented. Motion carried unanimously. NOTE: Trustee Bachran noted a potential conflict regarding the Blue Sage Center License Renewal.

Mayor's Report

Motion by Trustee Hart, supported by Trustee Bookout to refer the Delta County Intergovernmental Agreement to the Planning Commission. Motion carried unanimously.

Suzanne Watson suggested adding an in-Town resident.

Town Administrator's Report

1. Plans to attend meeting in Hotchkiss
2. Discussed Building Department and inspections – Setting work session for June

Public Works Department Report

1. Written report provided

Police Department Report

1. The current blotter is included in packet

Discussion ensued regarding Police Department vehicle acquisition.

Motion by Trustee Bear, supported by Trustee Hart to approve the reallocation of budgeted funds from the public works department in the amount of \$30,000 and police department in the amount of \$5,000 as presented. Motion carried unanimously.

Motion by Trustee Hart, supported by Trustee Budinger to approve the purchase of two vehicles for patrol in the amount of \$43,800. Motion carried unanimously.

Motion by Trustee Bookout, supported by Trustee Hart to allocate the remaining \$1,200 for decals. Motion carried unanimously.

Treasurer's Report

1. Disbursements and payroll reviewed
2. Title search regarding old sewer site continues
3. Finance Officer Cindy Jones is doing an exemplary job providing 2017 audit information to the auditors
4. Recommends advertising an RFP for auditing firms as good practice
5. Recommends setting a work session for next meeting to review the amended budget specific to the sales tax increase

Unfinished Business

Personnel Handbook Revision Approval

Mayor Stewart provided an overview of the history of the personnel handbook revisions and noted discussion is for Section 4.

Section 401-

Motion by Trustee Budinger, supported by Trustee Bookout to match exempt and non-exempt employee pto accrual hours, including exempt payout at end of year up to 80-120-160 hours. Motion carried unanimously.

Mayor Stewart questioned if switching to a PTO plan incentivizes employees to take additional time other than vacation.

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Trustee Bachran noted concern that employees will come to work sick in order to get payout at the end of the year.

Discussion ensued regarding current staff members eligible for the payout.

Motion by Trustee Budinger, supported by Trustee Bookout to change maximum accrual to 280 hours. Motion carried unanimously.

402 – no changes

403 – Discussion ensued regarding length of leave. No changes.

404 – no changes

405 – Motion by Trustee Budinger, supported by Trustee Bachran to remove Columbus Day. Motion carried unanimously.

406 – no changes

407 – Motion by Trustee Bookout, supported by Trustee Bear to change paid percentages from 60% to 50%. Motion carried unanimously.

408 – Motion by Trustee Bookout, supported by Trustee Budinger to change paid percentage from 60% to 50%. Motion carried unanimously.

409 – no changes

410 – no changes

411 – no changes

412 – no changes

413 – no changes.

Motion by Trustee Bookout, supported by Trustee Hart to approve the updated Personnel Handbook as amended effective June 1, 2018. Motion carried unanimously.

New Business

Village Building Convergence – PES Road Mural Road Closure Request

Lauren Ziccardi and Karen Goode were present, requesting Town support regarding the annual touch-up to the road mural near fourth street and Box Elder Avenue. The VBS request the Board waive Road Closure fees as in-kind to the North Fork Valley Creative coalition.

Discussion ensued regarding the road closure timing and fees associated.

Motion by Trustee Bookout, supported by Trustee Hart to approve the road closure from 9am May 18th until 6am May 20th conditional upon receipt of proof of insurance, and the waiving of road closure fees. Motion carried unanimously.

Village Building Convergence – Grand Avenue Alley Closure

The VBC also requests support to complete the roof of the art wall near Elsewhere Studios along the alley behind Grand Avenue.

Discussion ensued regarding noise and time restrictions for business area.

Motion by Trustee Bookout, supported by Trustee Hart to approve closure of the Grand Avenue alley from 5pm May 18th to 5pm May 20th. Motion carried unanimously.

Motion by Trustee Bookout, supported by Trustee Bachran to waive the street closure fees. Motion carried with five (5) ayes and one (1) nay.

Motion to include waived fees as in-kind to NFVCC. Motion carried unanimously.

Trustee Bachran & Pennell Request – Master Plan Discussion

Trustee Pennell provided an overview of current master plan and need to update for many reasons, including grant applications. Trustee Bachran added that an updated plan provides valuable input regarding growth and community expansion.

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Discussion ensued regarding reference materials and master plan processes. Administrator Knight will follow up with information.

Trustee Pennell Request – Committee Structure Discussion

Trustee Pennell noted the pros of current small committee structure but sees value with transparency and community interaction to include community members in committee meetings.

Discussion ensued regarding community involvement, large committee problems, and other community committee functions.

Motion by Trustee Pennell, supported by Trustee Bachran to refer committee structure to Governmental Affairs for review and recommendations. Motion carried unanimously.

Disbursements

Motion by Trustee Bookout, supported by Trustee Budinger to authorize the disbursements as reviewed by the Town Treasurer and Finance Committee for May 22, 2018 in the amounts of, \$26,940.16 for accounts payable, \$17,042.99 payroll taxes, \$15,560.02 for payroll direct deposit and \$978.60 credit card payment. Motion carried unanimously.

Motion by Trustee Bear, supported by Trustee Hart to extend meeting by thirty (30) minutes. Motion carried unanimously.

Finance and Personnel: Trustees Bookout & Budinger:

Trustee Bookout and Budinger provided an overview of the need for additional staffing and modified office hours for the administrative office. The F&P committee suggests allowing the office to close on Fridays to allow for administrative duties to be performed without interruption.

Discussion ensued regarding need for cross-training, amount of extra and unrecognized work performed by the Town Clerk and Finance Officer, as suggested time frame for office hour implementation, to allow for public notice.

Administrator Knight added necessity to hire an additional full-time officer, specifically a former officer of the Town.

Discussion ensued regarding budget, the school district school resource officer discussion, and deficiencies within the police department staff levels.

Motion by Trustee Bookout, supported by Trustee Hart to table discussion until the next Board meeting. Motion carried unanimously.

Public Works: Trustees Bear & Bachran:

Updated the Board regarding:

- Sidewalk repairs
- Samuel Wade Road sidewalk installation
- Sewer line extension
- 1MG tank repair
- 2MG tank fencing
- Bulk water tank repairs
- Sand Box replacement
- Town Park arch
- Concrete work in Town Park

Governmental Affairs: Trustees Pennell & Hart:

Discussed priority list as a committee.

S2C: Trustees Budinger & Pennell:

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Steering committee plans underway
June 11th is the Trinidad kick-off

Tree Board: Trustee Hart:

Arbor Day celebration was a success
Tree City designation underway

Adjournment

Motion by Trustee Bear, supported by Trustee Hart to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned by Mayor Stewart at 9:58pm

s/s
J. Corinne Ferguson, Town Clerk

s/s
Charles Stewart, Mayor