

**Minutes**  
**Town Board Regular Meeting**  
**Town of Paonia, Colorado**  
**August 28, 2018**

**RECORD OF PROCEEDINGS**

A work session to discuss the preliminary 2019 budget Board priorities was held at 5:00pm. The Regular Meeting of the Town Board of Trustees held Tuesday, August 28, 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 – arrived at 6:45pm

Town Staff present were as follows:

Town Administrator Ken Knight  
Clerk Corinne Ferguson – Left Early  
Finance Officer Cindy Jones – Left Early  
Police Chief Neil Ferguson – Left Early  
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 presented.  
Motion carried unanimously.

**Announcements**

None.

**Recognition of Visitors & Guests**

None.

**Consent Agenda**

Regular Meeting August 14, 2018  
Western Slope Slow Food – Special Event License at Edesia

Motion by Trustee Bachran, supported by Trustee Bookout to approve the consent agenda as amended. Motion carried unanimously.

### **Mayor's Report**

None.

### **Town Administrator's Report**

1. Attended Region 10 open house. North Fork Valley well represented in door prizes.
2. Planning commission members attended Delta County Planning Commission meeting for discussion regarding updating plans and intergovernmental agreements.
3. Public lands group for Mt. Lamborn meeting at library to discuss land access.
4. Out of the office September 4<sup>th</sup> until the afternoon.

### **Public Works Department Report**

1. The waterline tie-ins begin today.
2. The disinfecting and pressure testing of line in Apple Valley begin tomorrow.
3. State bridge inspection is performing traffic counts on Samuel Wade Bridge.
4. Sidewalk repairs continue.
5. The coating of the IMG tank is near completion.

Trustee Bear asked if any change orders were anticipated for the in-Town waterline projects.

### **Police Department Report**

1. A spontaneous fire occurred at Paonia Laundry. Quick action from the fire department minimized the damage.
2. Thank you to Jakki Taylor for donating her husband's patch collection, starting a police department patch collection for the Paonia Police Department.
3. A student Resource Officer positions continues to be negotiated with Delta County School District.

### **Treasurer's Report**

1. Disbursements and payroll have been reviewed.
2. Audit review expected in September.
3. Old sewer site title search is complete, and report is being drafted.
4. No anticipated increases from utilities for 2019 at this time.
5. An increase in highway users tax fund anticipated for this and next year.

## **Unfinished Business**

### **Paonia Creative district – Memorandum of Understanding**

Susie Kaldis-Lowe presented information regarding the necessity of the memorandum of understanding (MOU). This item was tabled at the last Board meeting. The MOU outlines the rolls and responsibilities of both entities and formalizes the agreement.

Discussion ensued regarding promotion of the Arts Market Survey, costs associated. The line item for potential appropriation of funds for the survey.

Motion by Trustee Bookout, supported by Trustee Pennell to accept the memorandum of understanding between the North Fork Valley Creative Coalition as presented and authorize Administrator Knight to sign on behalf of the Board. Motion carried with one (1) nay.

Public comment questioned the creative district budget and practices.

### **Meeting and Agenda Management System Procurement**

Three (3) companies provided an overview of their agenda management software to Town. Staff requests approval to move forward with the acquisition and implementation of agenda management and meeting programs with Municode. Some services included are:

- Agendas and meeting packet creation
- Access via any computer or device
- Public and Board packet publication
- Timestamped agenda and video streaming
- Publication to Town website
- Minutes creation and publication upon approval

Trustee Pennell provided information regarding the approximate costs of paper packets, which averages at approximately \$8,000 to \$10,000 a year. When questioned, Town attorney Nerlin added that SIPA is not a document gathering and distribution site.

Motion by Trustee Hart, supported by Trustee Bachran to approve the Municode Quote for Meeting and Agenda Management. Motion carried unanimously.

### **Community Room Sound System & Recording Equipment Procurement**

Administrator Knight provided information regarding the requirement to audio record meetings and the ability to video stream meetings as well with the approved meeting management system. The recording equipment has multiple functions and uses, including police interviews and court proceedings.

Motion by Trustee Bachran, supported by Trustee Hart to approve the sales quote from Phonz + for sound and video system upgrade as presented. Motion carried unanimously.

### Lap Top/Tablet Procurement for Paperless Packets

Administrator Knight provided information regarding the potential need for lap tops and/or tablets for Board members once the town shifts to paperless packets.

Discussion ensued regarding how systems can be affected by records requests, paper and paperless packets, accommodating Board members to the best of the ability.

Motion by Trustee Hart, supported by Trustee Pennell authorize the expenditure of funds for the purchase of tablets and lap tops as needed. Motion carried unanimously.

### Town Hall Improvements

Administrator Knight provided information regarding painting Town Hall. Staff requests Board approval to move forward with the on-going updates and repairs to Town Hall. Multiple companies were solicited for painting costs. Baxter Painting and Ellen Hutto initially wanted to bid but determined their schedules weren't compatible. Included in the packet was the bid from Village Green Painting in three parts.

Motion by Trustee Bachran, supported by Trustee Hart approve Town Hall painting bids as provided in the packet, not to exceed \$15,000. Motion carried unanimously.

### New Business

#### Rene Atchley – Remote Area Medical Clinic (RAM) Request for Support

Ms. Atchley provided a report to the Board via written statement regarding the remote area medical plan. The group is a volunteer and fundraising supported group of medical professionals that provide health care options over a two (2) day period to anyone who is in need of a screening. There are no forms, documents, or associated costs. As a new program in Colorado the group is looking for support from the Board of Trustees.

Motion by Trustee Hart, supported by Trustee Pennell to approve and support the Remote Area Medical clinic in town as presented. Motion carried unanimously.

#### Western Slope Conservation Center – Letter or Support/In-Kind Contribution for a GOCO Grant for Habitat Restoration

Alex Johnson, Executive Director of the WSCC and Andrew Forkes-Gundmunson, member of the Citizens for a Healthy Community, provided information regarding the environmental assessment released August 27, 2018. The coal mine methane parcels were removed which equates to nearly 5,000 acres. The two (2) entities are requesting the Board schedule a special meeting to discuss the remaining parcel included in the December lease sales and the lack of inclusion of the town comment letter in the E.A.

Motion by Trustee Bachran, supported by Trustee Bookout to set a special meeting. Motion carried unanimously.

Motion by Trustee Hart, supported by Trustee Budinger to set special meeting for Monday, September 10, 2018 at 6:30pm. Motion carried unanimously.

#### C&N Construction Sidewalk Contract Amendment

Staff and Public Works Committee request to amend C&N Construction contract for sidewalks to include the quote of \$17,485, extending the sidewalk from the public library to the bridge on Samuel Wade Road. Approximately \$13,000 was received in excess funds from the State which can be utilized to assist to pay for the addition.

Motion by Trustee Bear, supported by Trustee Hart to adopt the C&N Contract amendment for \$17,485 in sidewalk installation on Samuel Wade Road as presented. Motion carried unanimously.

#### Public Works Committee Discussion – DMEA Contract/Street Lighting/Ms. Ringo Petition

Mr. Knight provided an overview regarding the ongoing street lighting discussion over the past several years. Previous Boards made the decision to address street lighting as a whole and not to make individual decisions for street light removal or installation. Ms. Ringo provided a petition which she stated was signed by all but two (2) neighbors requesting the removal of a street light in an alley between Main and Niagara Avenue.

Discussion ensued regarding pedestrian and street lighting, DMEA update to LED lighting and cost benefit to Town.

Motion by Trustee Bookout, supported by Trustee Bear to send discussion of streetlights back to public works committee. Motion carried unanimously.

Motion by Trustee Bear, supported by Trustee Budinger to instruct staff to have DMEA remove street light as requested. Motion carried unanimously.

#### Public Works Committee Discussion – Grand Avenue

Discussion regarding the Safe Routes to School project at county section of Fifth Street and Grand Avenue. Staff requests authorization to begin discussion with Delta County to annex the section of county road.

Motion by Trustee Bear, supported by Trustee Hart to authorize Administrator Knight to begin discussion with Delta County regarding the annexation of country road near Fifth Street and Grand Avenue. Motion carried unanimously.

#### Public Works/Governmental Affairs Committee Discussion – Annexation of Enclaves

Administrator Knight provided information regarding multiple enclaves – in-county property

primarily surrounded by in-Town property – and the need to begin the annexation process to bring them in Town limits. Staff is working to create a map of all existing pre-annexation locations.

Discussion ensued regarding timeline, cost benefit, and entrance control for Town.

Motion by Trustee Bookout, supported by Trustee Hart to continue meeting to ten pm. Motion carried unanimously.

Motion by Trustee Bookout, supported by Trustee Hart to authorize Administrator Knight to begin the annexation process for enclaves. Motion carried unanimously.

#### Discussion Regarding Board Procedure to Fill Vacant Trustee Position

Trustee Pennell stated it is his intent to resign the Board in October but has not resigned at this time.

Discussion ensued regarding options to fill vacant trustee seat.

#### **Disbursements**

Motion by Trustee Bookout, supported by Trustee Budinger to authorize the disbursements as reviewed by the Town Treasurer and Finance Committee for August 28, 2018 in the amounts of, \$220,448.11 accounts payable, \$7,092.31 payroll taxes, \$17,832.69 for payroll checks, and \$1,033.00 payroll direct deposit. Motion carried unanimously.

**Finance and Personnel:** Trustees Bookout & Budinger:  
Nothing additional to report.

**Public Works:** Trustees Bear & Bachran:

Toured Town shop and IMG tank with administrator Knight.  
Scheduled sewer plant tour.

**Governmental Affairs:** Trustees Pennell & Hart:  
Nothing additional to report.

**S2C:** Trustees Budinger & Pennell:  
Trustee Bachran provided an update to the Board.

**Tree Board:** Trustee Hart:  
Trustee Hart provided an update to the Board.

#### **Adjournment**

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

The meeting was adjourned by Mayor Stewart at 9:46pm

\_\_\_\_s/s\_\_\_\_\_  
J. Corinne Ferguson, Town Clerk

\_\_\_\_s/s\_\_\_\_\_  
Charles Stewart, Mayor