

**Minutes**  
**Regular Board Meeting**  
**Town of Paonia, Colorado**  
**Tuesday, April 28, 2020**

**RECORD OF PROCEEDINGS**

The Regular Board Meeting was held electronically via Zoom due to Governor Polis Executive Order of COVID – 19 social distancing.

The Regular Board Meeting held electronically on Tuesday, April 28, 2020, was called to order at 6:36 PM by Mayor Charles Stewart.

Trustees present were as follows:

Mayor Charles Stewart  
Mayor Pro-Tem Mary Bachran  
Trustee Karen Budinger  
Trustee Dave Knutson  
Trustee Michelle Pattison  
Trustee Bill Bear

Trustee Cari Diehl-Absent

Town Staff present were as follows:

Corinne Ferguson – Town Clerk/ Town Administrator  
Amanda Mojarro – Deputy Clerk

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

**Approval of Agenda**

Motion by Trustee Bear, supported by Trustee Bachran to move items (8) eight – (11) eleven from committee reports to unfinished business. Motion carried unanimously

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

**Announcements**

None.

**Recognition of Visitor's and Guest**

None.

**Consent Agenda**

Regular Minutes – Second Review and Approval: March 10, 2020

Regular Minutes: April 14, 2020, and March 24, 2020

Liquor License Renewal: Curiel, LLC dba Rio Bravo

Motion by Trustee Bear, supported by Trustee Knutson to approve March 10, 2020, and Liquor License Renewal – Curiel, LLC dba Rio Bravo. Motion carried unanimously.

Motion by Trustee Pattison, supported by Trustee Knutson to approve March 24, 2020, regular minutes with changes made under Finance and Personnel, and Tree Board committee reports. Motion carried unanimously

Motion by Trustee Pattison, supported by Trustee Knutson to approve April 14, 2020, regular minutes with changes made under Governmental Affairs and Public Safety. Motion carried

unanimously

### **Mayor's Report**

- Mayor Stewart discussed the transition of the Governor's stay at home order to the safer at home.
- Mayor Stewart suggested that the community and board members look at the Colorado Department of Health and the Delta County website for COVID-19 information on the stay at home order and the public health order.

### **Staff Reports**

#### **Administrator's Reports**

- Reported on the status of the COVID-19
- Reported on the steps that are being taken to reopen Town Hall for business.
- Looking in to Open Media to update the Zoom subscription and live stream options – cost is \$6,000, but there is a grant for municipalities under a population of 5,000 – town fall's in this category - no cost to the Town.
- Scheduling a work session for training of the newly elected board members.
- Final financial contribution documents due May 8<sup>th</sup>, 2020, from the all mayoral and trustee candidates - if trustees have no final financial contributions to report submit a letter.

#### **Public Works Report**

Public Works Director Travis Loberg absent – Fixing a water leak at the water plant.

Discussion:

- There is a parked trailer at the old sewer plant.
- Street sweeping notifications are going to be sent to the homeowners regarding the date and time public works will be out street sweeping.

#### **Police Report**

- Chief Ferguson stated that the trailer parked at the old sewer plant was abandoned, and a tow company is scheduled to take the trailer.
- Responsibility for towing costs falls on the town.
- Trustee Bear suggested placing a no public parking sign at the old sewer plant.
- Received (4) four letters of interest for the judge position.
- Police blotter was included in the packet.

#### **Treasurer Report**

Treasurer King absent. Finance Officer Cindy Jones proceeded with reporting.

- The audit is moving forward
- Reviewed disbursements
- Closed on bond – April 28<sup>th</sup>, 2020
- Trustee Pattison suggested the possibility to have a simplified and clearer document of the account analysis.
- Administrator Ferguson advised that the process of having a simplified document be public, and functional for the finance officer.

#### **Disbursements**

- Disbursement documents were included in the packet.

Motion by Trustee Knutson, supported by Trustee Budinger to approve disbursements as presented. Motion carried unanimously

## **Committee Reports**

### Finance and Personnel

- Finance and Personnel met April 28<sup>th</sup>, 2020 and discussed regarding the liaison committee and went over disbursements.

### Public Works – Utilities – Facilities

- Nothing to report.

### Governmental Affairs and Public Safety

- Nothing to report.

### Space to Create

- Nothing to report

### Tree Board

- Arbor day celebration – May 1<sup>st</sup>, 2020 – time TBD.

## **Unfinished Business**

### Recognition of Outgoing Board Members

#### Discussion Points:

- Mayor Stewart thanked and recognized Trustee Budinger and Trustee Diehl for their service to the community.
- Mayor Stewart was recognized and thanked for his service as Mayor for (4) four years and Trustee for (2) two years by the board members.

### Mayor Pro-Tem Bachran Resignation of Trustee Seat

#### Discussion Points:

- Mayor Pro-Tem Bachran –resigned trustee seat
- The resignation letter was included in the packet

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Amanda Mojarro, Deputy Clerk

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Charles Stewart, Mayor

### Oath of Office for Newly Elected Mayor

- Administrator/Town Clerk Ferguson swore in newly elected Mayor Mary Bachran.

### Oath/Affirmation of Office of Newly Elected Trustees

- Administrator/Town Clerk Ferguson swore in newly elected Trustees Tamie Meck, Mick Johnson, Michelle Pattison, Bill Bear, and David Knutson.

## **New Business**

### Trustee Seat Vacancy and Possible Appointment

#### Discussion Points:

- The process to appoint vacant trustee seat – request letters, hold a special election or appoint to the next highest vote from the municipal election result.

Motion by Trustee Knutson, supported by Trustee Bear to appoint the next highest vote-getter from the Municipal 2020 election Karen Budinger. Motion carried unanimously.

- Administrator/Town Clerk swore in newly appointed Trustee Karen Budinger.

#### Mayor Pro-Tem Appointment

Motion by Trustee Budinger, supported by Trustee Knutson to appoint Trustee Bear as Mayor Pro-Tem. Motion carried unanimously.

#### Board of Trustees Committee Appointments

- Mayor Bachran proceeded with committee appointments
- Finance and Personnel – Trustee Knutson and Trustee Budinger
- Governmental Affairs and Public Safety – Trustee Pattison and Trustee Johnson
- Public Works – Utilities-Facilities – Trustee Bear and Trustee Meck

#### Appointment of Additional Committees

- Mayor Bachran proceeded with additional committee appointments
- Tree Board – Trustee Meck
- Local Government Designee to the Colorado Oil and Gas Conservation Commission (COGCC) – Trustee Knutson as the new LGD
- Chamber of Commerce Liaison – Trustee Budinger

#### Discussion of Potential Budget Adjustments Due to Anticipated Reduction in Sales Tax – COVID-19 Related.

##### Discussion Points

- Discussion and meeting pending with department heads and finance officer regarding their budget.
- Mayor Bachran suggested reducing the building inspector time and removing the contract engineer.
- Trustee Pattison suggested looking at what other municipalities have done regarding this issue.
- Attorney Nerlin spoke about the declaration of disaster.
- Trustee Knutson suggested that the building inspector does zoom inspection to cut off on cost and suggested that employees take time off without pay.
- Finance Officer Cindy Jones will have the documents ready for review in (2) two weeks.
- Trustee Pattison suggested to out a hold on discretionary spending.
- Mayor Bachran suggested that the board members forfeit their pay
- Administrator/Town Clerk suggested to continue the discussion at the next in-person meeting and have a work session

##### Public Comment

- Suzanne Watson commented on the cost of service of the building inspector, the resource school office, no events for the summer, and laying off employees.
- Administrator/Town Clerk stated that the resource school officer has not received a paycheck, the office has been busy regardless of being closed, and crime has not decreased.

Motion by Trustee Pattison to freeze discretionary spending. Motion was withdrawn.

Motion by Trustee Bear, supported by Trustee Knutson to set a work session before the May 12<sup>th</sup>, 2020, meeting to discuss potential budget amendments at 5:00 pm. Motion

carried unanimously.

#### Declaration of Local Disaster Extension

Discussion Points:

- The local disaster regarding the COVID-19 virus pandemic expires April 30<sup>th</sup>, 2020
- Mayor Bachran and Attorney Nerlin are in favor of extending the local disaster.
- Administrator/Town Clerk Ferguson suggested extending until June 9<sup>th</sup>, 2020
- Resolution 2020-10 Local Disaster Declaration was included in the packet.

Motion by Trustee Bear, supported by Trustee Knutson to extend Resolution 2020-10 Local Disaster Declaration until June 9<sup>th</sup>, 2020. Motion carried unanimously.

#### Planning Committee – Request for Letters of Interests

Discussion Points:

- Mayor Bachran requested for letters of interest for open seats on the planning commission
- Letters due May 29<sup>th</sup>, 2020

#### Personnel Liaison Group – Request for Letter of Interest for Community Member Seat.

Discussion Points:

- Request for letters of interest for the community member to fill the vacant seat on the personnel liaison committee due May 29<sup>th</sup>, 2020.

#### Adjournment

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

Meeting adjourned at 8:10 pm

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Amanda Mojarro, Deputy Clerk

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Mary Bachran, Mayor