



Town of Paonia
214 Grand Avenue
Tuesday, July 8, 2025 6:30 PM
Town Board Agenda
<https://us02web.zoom.us/j/81099733468>
Meeting ID: 810 9973 3468

Public Participation: Please raise your hand and wait to be recognized by the Mayor, come to the podium and state your name and whether you live in town or out of town. Time limit is 3 minutes, one time per item, there are instructions at the podium for the timer light. Please direct all comments to the Mayor. No responses will be made by staff or Board during the meeting.

Please be respectful and help to maintain decorum by not engaging in derogatory and/or demeaning statements or public displays.

Roll Call

Approval of Agenda

Announcements

Public Comment

Any topic not included under Actions & Presentations; 3-minute time limit.

Consent Agenda

June 24, 2025 Regular Meeting Minutes

License Renewals:

3rd Street Bistro Liquor License Renewal

Paonia Liquors LLC Liquor License Renewal

Disbursements for July 8, 2025

Staff Reports

Town Administrator

Public Works

Police Department

Actions & Presentations

Public comments must be related to the agenda item, 3-minute time limit.

Item #1 - Ratification of Resolution 16-2025 Enacting Stage 1 Fire Restrictions from July 3, 2025 Emergency Meeting

Item #2 - Explanation & Consideration of Short-Term Rental Initiative Denial

Item #3 - Consideration of Approval of Contractor for 2MG Tank Rehab

Item #4 - Consideration of Lease Agreement with Big B's

Item #5 - Discussion on Upcoming Water Restrictions

Item #6 - Consideration of Approval of Adopting Ordinance 25-05 Operation of Off Highway Vehicles

Item #7 - Change Order #1 Temporary Tank at 2MG Tank Relining Project

Item #8 - Consideration of Resolution 17-2025;DOLA's Technical Assistance Grant to Update the Housing Needs Assessment to Comply with SB24-174

Mayor & Trustee Reports

Adjournment

As Adopted by:
Town of Paonia, Colorado
Resolution No. 2017-10 – Amended May 22, 2018

I. Rules of Procedure

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the

appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion, asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. Consent Agenda

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second

or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. Executive Session

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed "in as much detail as possible without compromising the purpose for which the executive session is authorized." In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. Subject to Amendment

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consent Agenda • Little Linda M dba 3rd Street Bistro
SUBMITTED BY:	Ruben Santiago – Deputy Clerk
DATE:	06/27/2025
BACKGROUND:	Finding of Facts: • License Renewal Paperwork is in the possession of the Town Clerk • Both the local fees and the Colorado Dept. of Revenue's fees were paid. A copy of the payment receipt and checks are in the custody of the Town Clerk. • The Administrative Offices have no issues or concerns with the license renewal. • The Police Department has no issues or concerns with the license renewal. • The Public Works department has no issues or concerns with the renewal.
BUDGET:	\$250.00 to – 10-32-01 – Liquor Licenses.
RECOMMENDATION:	All legal requirements have been met for the renewal of this license.
ATTACHMENT:	• 20250627 25-112 3rd Street Bistro Liquor License Renewal Application_Redacted.pdf

25-112 Rec. 6/26/25-15

DR 8400 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Submit to Local Licensing Authority

3RD STREET BISTRO
PO BOX 422
Paonia CO 81428-0422

Fees Due	
Annual Renewal Application Fee	\$
Renewal Fee	750.00
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$750

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one- time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

☒ Paid by check
☐ Paid Online

Uploaded to MoveIt on Date

Licensee Name

LITTLE LINDA M

Doing Business As Name (DBA)

3RD STREET BISTRO

Liquor License Number

03-77767-0000

License Type

Hotel & Restaurant (city)

Sales Tax License Number

03777670000

Expiration Date

08/12/2025

Due Date

06/28/2025

Business Address

Street Address

212 3RD STREET

Phone Number

9705276146

970-314-1425

City, State, ZIP Code

Paonia CO 81428-1700

Mailing Address

Street Address

City, State, ZIP Code

Paonia CO

Email

Operating Manager

Linda M. Little

Date of Birth

Home Address

Street Address

Phone Number

City

State

ZIP Code

Paonia

CO

81428

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented? ☒ Owned

*If rented, expiration date of lease

☐ Rented*

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☐ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?..... ☐ Yes ☒ No

(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... ☐ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?..... ☐ Yes ☒ No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... ☐ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

DR 8495 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
PO BOX 17087
Denver CO 80217-0087
(303) 205-2300

Tax Check Authorization, Waiver, and Request to Release Information

I, Linda M. Little

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter
"Waiver") on behalf of

(the "Applicant/Licensee")

3rd Street Bistro

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Linda M. Little

Title

Owner of 3rd Street Bistro

Signature

x Linda M. Little

Date (MM/DD/YY)

6/26/25

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Title

Attest

Signature

Date (MM/DD/YY)

Name (Individual/Business)

Linda's 3rd St Bistro

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

870-314-1425

Street Address

212 3rd Street

City

State ZIP Code

Paonia

CO

81428

Printed name of person signing on behalf of the Applicant/Licensee

Linda Marie Little

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) Date Signed

Linda M. Little

6/26/25

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

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**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Consent Agenda • Paonia Liquors, LLC dba Paonia Liquors
SUBMITTED BY:	Ruben Santiago – Deputy Clerk
DATE:	06/30/2025
BACKGROUND:	Finding of Facts: • License Renewal Paperwork is in the possession of the Town Clerk • Both the local fees and the Colorado Dept. of Revenue’s fees were paid. A copy of the payment receipt and checks are in the custody of the Town Clerk. • The Administrative Offices have no issues or concerns with the license renewal. • The Police Department has no issues or concerns with the license renewal. • The Public Works department has no issues or concerns with the renewal.
BUDGET:	\$197.50 to – 10-32-01 – Liquor Licenses.
RECOMMENDATION:	All legal requirements have been met for the renewal of this license.
ATTACHMENT:	• 20250627 25-113 Paonia Liquors Renewal Application_Redacted.pdf

25-113

Rec: 6/27/25 - WS

DR 8400 (02/16/24)
COLORADO DEPARTMENT OF REVENUE
 Liquor Enforcement Division
 PO BOX 17087
 Denver CO 80217-0087
 (303) 205-2300

Submit to Local Licensing Authority

Fees Due	
Annual Renewal Application Fee	\$ 125
Renewal Fee	\$ 227.50
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$ 352.50

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

☒ Paid by check

Uploaded to MoveIt on Date

☐ Paid online

Licensee Name

Paonia Liquors, LLC

Doing Business As Name (DBA)

Paonia Liquors

Liquor License Number

03-10199

License Type

Retail Liquor Store

Sales Tax License Number

33780290-0000

Expiration Date

07/05/2025

Due Date

07/25/2025

Business Address

Street Address

4 3rd Street

Phone Number

970-527-3131

City

Paonia

State

CO

ZIP Code

81428

Mailing Address

Street Address

PO Box 342

City

Paonia

State

CO

ZIP Code

81428

Email

paonialiquors@gmail.com

Operating Manager

Date of Birth

Christina Knowles

Home Address

Street Address

Phone Number

City

State

ZIP Code

Crawford

CO

1. Do you have legal possession of the premises at the street address?..... ☒ Yes ☐ No

Are the premises owned or rented?

☒ Owned

*If rented, expiration date of lease

☐ Rented*

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... ☐ Yes ☒ No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?..... ☐ Yes ☒ No
(Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... ☐ Delivery ☐ Takeout ☐ Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... ☐ Yes ☒ No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?.....

☐ Yes ☒ No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... ☐ Yes ☒ No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?..... ☐ Yes ☒ No

If yes, attach a detailed explanation.

Affirmation & Consent

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business

Christina Knowles

Title

OWNER

Signature

Christina Knowles

Date (MM/DD/YY)

07-27-25

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Title

Attest

Signature

Date (MM/DD/YY)

Tax Check Authorization, Waiver, and Request to Release Information

I, Christina Knowles

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter
"Waiver") on behalf of

(the "Applicant/Licensee")

Paonia Liquors

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and is duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

Pawna Liquors

Social Security Number/Tax Identification Number

[REDACTED]

Home Phone Number

[REDACTED]

Business/Work Phone Number

970-597-3131

Street Address

4 3rd Street

City

Pawna

State

CO

ZIP Code

81428

Printed name of person signing on behalf of the Applicant/Licensee

Christina Knowles

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)

Christina Knowles

Date Signed

6-27-25

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).

K.S.B.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
ADP, INC								
1352	ADP, INC	693942781	ADMIN PAYROLL	06/27/2025	51.54	10-41-20	LEGAL, ENGINEERING & PR	07/31/2025
1352	ADP, INC	693942781	WATER PAYROLL	06/27/2025	51.54	60-50-20	LEGAL, ENGINEERING & PR	07/31/2025
1352	ADP, INC	693942781	WW PAYROLL	06/27/2025	51.54	70-51-20	LEGAL, ENGINEERING & PR	07/31/2025
1352	ADP, INC	693942781	SANITATION PAYROLL	06/27/2025	51.54	80-52-20	LEGAL, ENGINEERING & PR	07/31/2025
1352	ADP, INC	693942781	PD PAYROLL	06/27/2025	51.53	10-42-20	LEGAL, ENGINEERING & PR	07/31/2025
Total ADP, INC:					257.69			
AMAZON BUSINESS								
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	110.98	10-45-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	6.22	10-46-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	6.22	80-52-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	6.23	60-50-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	634.73	10-46-74	MACHINERY & EQUIPMENT	07/31/2025
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	78.92	10-45-22	REPAIRS & MAINTENANCE	07/31/2025
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	15.99	10-45-16	OPERATING SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	121.14	10-46-73	BUILDING IMPROVEMENTS	07/31/2025
1341	AMAZON BUSINESS	1KC1-XWFM-R	Public Works supplies	07/01/2025	37.99	80-52-25	SHOP EXPENSE	07/31/2025
1341	AMAZON BUSINESS	1MYV-Y1VY-T	Office Supplies	07/01/2025	57.38	10-41-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1MYV-Y1VY-T	Office Supplies	07/01/2025	29.75	60-50-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1MYV-Y1VY-T	Office Supplies	07/01/2025	11.25	70-51-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1MYV-Y1VY-T	Office Supplies	07/01/2025	40.48	10-43-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1MYV-Y1VY-T	Office Supplies	07/01/2025	5.89	80-52-15	OFFICE SUPPLIES	07/31/2025
1341	AMAZON BUSINESS	1MYV-Y1VY-T	Office Supplies	07/01/2025	90.43	10-41-25	TOWN HALL EXPENSE	07/31/2025
1341	AMAZON BUSINESS	1R9M-MW1X-	bike lights	07/01/2025	233.25	10-42-44	HUMAN SERVICES	07/31/2025
1341	AMAZON BUSINESS	1Y6R-QW7N-P	Office Supplies	07/01/2025	115.85	10-41-15	OFFICE SUPPLIES	07/31/2025
Total AMAZON BUSINESS:					1,602.70			
Anyway Plumbing								
1263	Anyway Plumbing	06202025	Town Hall Toilet, Town Park bathro	06/20/2025	505.00	10-46-22	REPAIRS & MAINTENANCE	07/31/2025
1263	Anyway Plumbing	06202025	Town Hall Toilet, Town Park bathro	06/20/2025	240.00	10-41-25	TOWN HALL EXPENSE	07/31/2025
Total Anyway Plumbing:					745.00			
Archuleta, Benny								
1245	Archuleta, Benny	ARCH6-2025	Water Regulation	07/01/2025	750.00	60-50-20	LEGAL, ENGINEERING & PR	07/31/2025
1245	Archuleta, Benny	ARCH6-2025	Water Regulation	07/01/2025	750.00	70-51-20	LEGAL, ENGINEERING & PR	07/31/2025
Total Archuleta, Benny:					1,500.00			
Badger Meter, Inc.								
654	Badger Meter, Inc.	80198513	Water Metering	06/28/2025	81.04	60-50-31	DUES & SUBSCRIPTIONS	07/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Badger Meter, Inc.:					81.04			
Black Hills Energy								
987	Black Hills Energy	JUNE STATEM	Energy Usage	06/18/2025	33.88		10-46-28 UTILITIES	07/31/2025
987	Black Hills Energy	JUNE2 STATE	Energy Use	06/18/2025	29.07		10-41-28 UTILITIES	07/31/2025
987	Black Hills Energy	JUNE2 STATE	Energy Use	06/18/2025	29.07		10-42-28 UTILITIES	07/31/2025
987	Black Hills Energy	JUNE3 STATE	Energy usage	06/18/2025	13.21		10-45-28 UTILITIES	07/31/2025
987	Black Hills Energy	JUNE3 STATE	Energy usage	06/18/2025	13.21		60-50-28 UTILITIES	07/31/2025
987	Black Hills Energy	JUNE3 STATE	Energy usage	06/18/2025	13.22		70-51-28 UTILITIES	07/31/2025
987	Black Hills Energy	JUNE3 STATE	Energy usage	06/18/2025	13.22		80-52-28 UTILITIES	07/31/2025
987	Black Hills Energy	JUNE4 STATE	Energy Usage	06/18/2025	30.58		60-50-28 UTILITIES	07/31/2025
Total Black Hills Energy:					175.46			
Bolinger & Queen Inc								
14	Bolinger & Queen Inc	JUNE STATEM	Pipe Supplies	06/30/2025	34.98		10-46-22 REPAIRS & MAINTENANCE	07/31/2025
Total Bolinger & Queen Inc:					34.98			
Briggs, Terrance & Kathleen								
1457	Briggs, Terrance & Kathleen	2025-0366	5th & Grand Easement Agreemen	06/30/2025	500.00		10-45-72 CAP OUTLAY-5th ST REALIG	07/31/2025
Total Briggs, Terrance & Kathleen:					500.00			
Butler Snow								
1460	Butler Snow	10478084	2025 CWRPDA Loan	06/12/2025	18,000.00		60-50-20 LEGAL, ENGINEERING & PR	07/31/2025
Total Butler Snow:					18,000.00			
CEBT								
1320	CEBT	INV 0076433	Insurance	06/27/2025	25,116.00		10-0223 HEALTH/LIFE INSURANCE	07/31/2025
Total CEBT:					25,116.00			
Cedar Creek Supply LLC								
1284	Cedar Creek Supply LLC	INV-0600	Sewer Treatment	07/01/2025	2,753.32		70-51-16 OPERATING SUPPLIES	07/31/2025
Total Cedar Creek Supply LLC:					2,753.32			
City of Delta								
24	City of Delta	JUNE STATEM	Wastewater Analysis / Building Ins	06/12/2025	4,600.00		10-43-20 LEGAL, ENGINEERING & PR	07/31/2025
24	City of Delta	JUNE STATEM	Wastewater Analysis / Building Ins	06/12/2025	680.00		70-51-20 LEGAL, ENGINEERING & PR	07/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total City of Delta:					5,280.00			
City Of Grand Junction								
673	City Of Grand Junction	101377	Lab testing	06/23/2025	138.00		70-51-20 LEGAL, ENGINEERING & PR	07/31/2025
Total City Of Grand Junction:					138.00			
Column Software PBC								
1183	Column Software PBC	JUNE STATEM	Publications	07/01/2025	46.51		60-50-30 PUBLISHING & ADS	07/31/2025
1183	Column Software PBC	JUNE STATEM	Publications	07/01/2025	45.45		10-41-30 PUBLISHING & ADS	07/31/2025
1183	Column Software PBC	JUNE STATEM	Publications	07/01/2025	17.37		10-42-30 PUBLISHING & ADS	07/31/2025
1183	Column Software PBC	JUNE STATEM	Publications	07/01/2025	17.36		80-52-30 PUBLISHING & ADS	07/31/2025
1183	Column Software PBC	JUNE STATEM	Publications	07/01/2025	17.37		70-51-30 PUBLISHING & ADS	07/31/2025
Total Column Software PBC:					144.06			
Delta Montrose Electric Assn.								
43	Delta Montrose Electric Assn.	4431259	Energy Usage	06/27/2025	492.95		10-46-28 UTILITIES	07/31/2025
43	Delta Montrose Electric Assn.	4431259	Energy Usage	06/27/2025	725.18		10-45-28 UTILITIES	07/31/2025
43	Delta Montrose Electric Assn.	4431259	Energy Usage	06/27/2025	276.54		10-41-28 UTILITIES	07/31/2025
43	Delta Montrose Electric Assn.	4431259	Energy Usage	06/27/2025	141.15		10-42-28 UTILITIES	07/31/2025
43	Delta Montrose Electric Assn.	4431259	Energy Usage	06/27/2025	1,696.87		60-50-28 UTILITIES	07/31/2025
43	Delta Montrose Electric Assn.	4431259	Energy Usage	06/27/2025	3,086.97		70-51-28 UTILITIES	07/31/2025
43	Delta Montrose Electric Assn.	4431259	Energy Usage	06/27/2025	33.03		80-52-28 UTILITIES	07/31/2025
Total Delta Montrose Electric Assn.:					6,452.69			
Dependable Lumber, Inc.								
46	Dependable Lumber, Inc.	JUNE STATEM	Public Work supplies	06/30/2025	12.57		80-52-16 OPERATING SUPPLIES	07/31/2025
46	Dependable Lumber, Inc.	JUNE STATEM	Public Work Supplies & Tools	06/30/2025	134.02		10-46-22 REPAIRS & MAINTENANCE	07/31/2025
46	Dependable Lumber, Inc.	JUNE STATEM	Public Work Supplies & Tools	06/30/2025	18.58		80-52-23 VEHICLE EXPENSE	07/31/2025
46	Dependable Lumber, Inc.	JUNE STATEM	Public Work Supplies & Tools	06/30/2025	92.37		10-45-22 REPAIRS & MAINTENANCE	07/31/2025
46	Dependable Lumber, Inc.	JUNE STATEM	Public Work Supplies & Tools	06/30/2025	94.04		70-51-22 REPAIRS & MAINTENANCE	07/31/2025
46	Dependable Lumber, Inc.	JUNE STATEM	Public Work Supplies & Tools	06/30/2025	51.00		10-45-16 OPERATING SUPPLIES	07/31/2025
46	Dependable Lumber, Inc.	JUNE STATEM	Public Work Supplies & Tools	06/30/2025	396.51		10-46-73 BUILDING IMPROVEMENTS	07/31/2025
Total Dependable Lumber, Inc.:					799.09			
EAGLE WASH								
1367	EAGLE WASH	1014	Car Wash Services	06/20/2025	41.57		10-42-23 VEHICLE EXPENSE	06/30/2025
1367	EAGLE WASH	1014	Car Wash Services	06/20/2025	9.98		10-45-23 VEHICLE EXPENSE	06/30/2025
1367	EAGLE WASH	1014	Car Wash Services	06/20/2025	9.98		10-46-23 VEHICLE EXPENSE	06/30/2025
1367	EAGLE WASH	1014	Car Wash Services	06/20/2025	9.98		80-52-23 VEHICLE EXPENSE	06/30/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1367	EAGLE WASH	1014	Car Wash Services	06/20/2025	9.98		70-51-23 VEHICLE EXPENSE	06/30/2025
1367	EAGLE WASH	1014	Car Wash Services	06/20/2025	9.99		60-50-23 VEHICLE EXPENSE	06/30/2025
Total EAGLE WASH:					91.48			
Elevate Fiber								
986	Elevate Fiber	4431256	Internet	06/27/2025	40.00		10-41-29 TELEPHONE & INTERNET	07/31/2025
986	Elevate Fiber	4431256	Internet	06/27/2025	40.00		10-42-29 TELEPHONE & INTERNET	07/31/2025
986	Elevate Fiber	4431256	Internet	06/27/2025	229.92		60-50-29 TELEPHONE & INTERNET	07/31/2025
986	Elevate Fiber	4431256	Internet	06/27/2025	179.91		70-51-29 TELEPHONE & INTERNET	07/31/2025
986	Elevate Fiber	4431256	Internet	06/27/2025	99.96		80-52-29 TELEPHONE & INTERNET	07/31/2025
986	Elevate Fiber	4431256	Internet	06/27/2025	10.00		10-45-29 TELEPHONE & INTERNET	07/31/2025
986	Elevate Fiber	4431256	Internet	06/27/2025	10.00		10-46-29 TELEPHONE & INTERNET	07/31/2025
Total Elevate Fiber:					609.79			
Empower Trust Company LLC								
1190	Empower Trust Company LLC	1309953473	Retirement Plan PPE	06/27/2025	3,734.77		10-0220 RETIREMENT PLAN	07/31/2025
1190	Empower Trust Company LLC	435908	Retirement Plan PPE	06/20/2025	62.50		10-41-20 LEGAL, ENGINEERING & PR	07/31/2025
1190	Empower Trust Company LLC	435908	Retirement Plan PPE	06/20/2025	62.50		10-42-20 LEGAL, ENGINEERING & PR	07/31/2025
1190	Empower Trust Company LLC	435908	Retirement Plan PPE	06/20/2025	41.67		60-50-20 LEGAL, ENGINEERING & PR	07/31/2025
1190	Empower Trust Company LLC	435908	Retirement Plan PPE	06/20/2025	41.67		70-51-20 LEGAL, ENGINEERING & PR	07/31/2025
1190	Empower Trust Company LLC	435908	Retirement Plan PPE	06/20/2025	41.66		80-52-20 LEGAL, ENGINEERING & PR	07/31/2025
Total Empower Trust Company LLC:					3,984.77			
ENVIRO-CHEM ANALYTICAL INC								
1221	ENVIRO-CHEM ANALYTICAL IN	14171135	Water Testing	06/12/2025	65.30		70-51-20 LEGAL, ENGINEERING & PR	07/31/2025
Total ENVIRO-CHEM ANALYTICAL INC:					65.30			
Fire & Police Pension Assn.								
63	Fire & Police Pension Assn.	06072025 TO 0	Payroll Ending	06/25/2025	4,016.27		10-0219 FPPA	07/31/2025
Total Fire & Police Pension Assn.:					4,016.27			
Green Analytical Laboratories								
1246	Green Analytical Laboratories	2506062	Water Testing	06/18/2025	289.00		60-50-20 LEGAL, ENGINEERING & PR	06/30/2025
1246	Green Analytical Laboratories	2506063	Water Testing	06/18/2025	1,484.00		60-50-20 LEGAL, ENGINEERING & PR	06/30/2025
Total Green Analytical Laboratories:					1,773.00			
Jacobson, Christopher								
1459	Jacobson, Christopher	2025-0367	5th & Grand Easement Agreemen	06/30/2025	500.00		10-45-72 CAP OUTLAY-5th ST REALIG	07/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1459	Jacobson, Christopher	2025-0368	5th & Grand Easement Agreemen	06/30/2025	500.00		10-45-72 CAP OUTLAY-5th ST REALIG	07/31/2025
Total Jacobson, Christopher:					1,000.00			
Lasting Impressions								
98	Lasting Impressions	29765	Shirt Patches	06/17/2025	20.00		10-42-16 OPERATING SUPPLIES	07/31/2025
Total Lasting Impressions:					20.00			
Merl C. Reynolds								
104	Merl C. Reynolds	06232025	Emergency Toilet Rental	06/23/2025	85.00		10-46-24 RENTALS	06/30/2025
Total Merl C. Reynolds:					85.00			
Mile High Accessibility								
1461	Mile High Accessibility	1161	Self-Evaluation and Transition Pla	06/27/2025	7,275.00		10-45-20 LEGAL, ENGINEERING & PR	07/31/2025
1461	Mile High Accessibility	1161	Self-Evaluation and Transition Pla	06/27/2025	2,425.00		10-41-20 LEGAL, ENGINEERING & PR	07/31/2025
Total Mile High Accessibility:					9,700.00			
Motorola Solutions								
1076	Motorola Solutions	1378657	Communication	06/02/2025	20,902.30		10-42-42 CONTRACT SERVICES	06/30/2025
Total Motorola Solutions:					20,902.30			
Norris, Mary								
991	Norris, Mary	07-2025	WATER NORRIS RETIREMENT	07/01/2025	560.00		60-50-44 NORRIS RETIREMENT	07/31/2025
991	Norris, Mary	07-2025	WASTE WATER NORRIS RETIR	07/01/2025	560.00		70-51-44 NORRIS RETIREMENT	07/31/2025
Total Norris, Mary:					1,120.00			
NORTH FORK MOSQUITO ABATEMENT DISTRICT								
1397	NORTH FORK MOSQUITO ABAT	2025-P	2025 Mosquito Control	06/18/2025	1,000.00		70-51-32 FEES & PERMITS	07/31/2025
1397	NORTH FORK MOSQUITO ABAT	2025-P	2025 Mosquito Control	06/18/2025	1,000.00		10-41-44 HUMAN SERVICES	07/31/2025
Total NORTH FORK MOSQUITO ABATEMENT DISTRICT:					2,000.00			
Paonia Farm & Home Supply Inc								
125	Paonia Farm & Home Supply Inc	STATEMENT	Parks, Fence, water tank	06/30/2025	48.30		10-46-22 REPAIRS & MAINTENANCE	07/31/2025
125	Paonia Farm & Home Supply Inc	STATEMENT	Parks, Fence, water tank	06/30/2025	11.78		10-45-22 REPAIRS & MAINTENANCE	07/31/2025
Total Paonia Farm & Home Supply Inc:					60.08			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Phonz +								
499	Phonz +	18693	IT Support	07/01/2025	653.77		70-51-31 DUES & SUBSCRIPTIONS	07/31/2025
499	Phonz +	18693	IT Support	07/01/2025	653.77		80-52-31 DUES & SUBSCRIPTIONS	07/31/2025
499	Phonz +	18693	IT Support	07/01/2025	653.77		60-50-31 DUES & SUBSCRIPTIONS	07/31/2025
499	Phonz +	18693	IT Support	07/01/2025	653.77		10-41-31 DUES & SUBSCRIPTIONS	07/31/2025
499	Phonz +	18693	IT Support	07/01/2025	653.78		10-42-31 DUES & SUBSCRIPTIONS	07/31/2025
Total Phonz +:					3,268.86			
Pioneer								
1319	Pioneer	155094401-00	Playground Wood Chips	06/20/2025	1,540.00		10-46-22 REPAIRS & MAINTENANCE	06/30/2025
Total Pioneer:					1,540.00			
Poulos, NICOLE								
1407	Poulos, NICOLE	FOOTWEAR20	Footwear Reimbursement N. Poul	06/25/2025	30.00		10-46-03 SALARIES & WAGES	07/31/2025
1407	Poulos, NICOLE	FOOTWEAR20	Footwear Reimbursement N. Poul	06/25/2025	30.00		10-45-03 SALARIES & WAGES	07/31/2025
1407	Poulos, NICOLE	FOOTWEAR20	Footwear Reimbursement N. Poul	06/25/2025	30.00		80-52-03 SALARIES & WAGES	07/31/2025
1407	Poulos, NICOLE	FOOTWEAR20	Footwear Reimbursement N. Poul	06/25/2025	30.00		60-50-03 SALARIES & WAGES	07/31/2025
1407	Poulos, NICOLE	FOOTWEAR20	Footwear Reimbursement N. Poul	06/25/2025	30.00		70-51-03 SALARIES & WAGES	07/31/2025
Total Poulos, NICOLE:					150.00			
PROFESSIONAL MANAGEMENT SOLUTIONS								
1325	PROFESSIONAL MANAGEMENT	85088	ADMIN - FINANCIAL CONSULTI	06/26/2025	997.50		10-41-20 LEGAL, ENGINEERING & PR	07/31/2025
1325	PROFESSIONAL MANAGEMENT	85088	PD - FINANCIAL CONSULTING	06/26/2025	997.50		10-42-20 LEGAL, ENGINEERING & PR	07/31/2025
1325	PROFESSIONAL MANAGEMENT	85088	WATER - FINANCIAL CONSULTI	06/26/2025	1,995.00		60-50-20 LEGAL, ENGINEERING & PR	07/31/2025
1325	PROFESSIONAL MANAGEMENT	85088	WW - FINANCIAL CONSULTING	06/26/2025	1,995.00		70-51-20 LEGAL, ENGINEERING & PR	07/31/2025
1325	PROFESSIONAL MANAGEMENT	85088	SANITATION - FINANCIAL CONS	06/26/2025	1,995.00		80-52-20 LEGAL, ENGINEERING & PR	07/31/2025
Total PROFESSIONAL MANAGEMENT SOLUTIONS:					7,980.00			
RESPEC Company LLC								
1124	RESPEC Company LLC	INV05250916	Sewer PNA	06/19/2025	646.25		70-51-20 LEGAL, ENGINEERING & PR	06/30/2025
1124	RESPEC Company LLC	INV05250942	Paonia - Raw Water Monitoring	06/19/2025	150.00		60-50-69 CAPTAL OUTLY-Raw Water M	06/30/2025
1124	RESPEC Company LLC	INV05250969	Paonia Water/WW General Engin	06/19/2025	83.33		60-50-69 CAPTAL OUTLY-Raw Water M	06/30/2025
1124	RESPEC Company LLC	INV05250969	Paonia Water/WW General Engin	06/19/2025	1,200.21		70-51-20 LEGAL, ENGINEERING & PR	06/30/2025
1124	RESPEC Company LLC	INV05250969	Paonia Water/WW General Engin	06/19/2025	1,563.96		60-50-20 LEGAL, ENGINEERING & PR	06/30/2025
1124	RESPEC Company LLC	INV05250970	Water CIP Phase 1 - Water Syste	06/19/2025	37,722.17		60-50-72 CAP OUTLAY-Water Tank Reli	06/30/2025
Total RESPEC Company LLC:					41,365.92			
ROYAL TOWING AND RECOVERY LLC								
1398	ROYAL TOWING AND RECOVER	25-00586	Tow	06/27/2025	225.35		10-42-23 VEHICLE EXPENSE	07/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total ROYAL TOWING AND RECOVERY LLC:					225.35			
SGM, INC.								
1335	SGM, INC.	2013-471.013-	2MG Tank Re-Coating	06/20/2025	2,263.57		60-50-72 CAP OUTLAY-Water Tank Reli	06/30/2025
1335	SGM, INC.	2013-471.014-	5th St & Grand Ave Re-Alignment	06/20/2025	1,254.75		10-45-72 CAP OUTLAY-5th ST REALIG	06/30/2025
Total SGM, INC.:					3,518.32			
Shums Coda Associates								
1170	Shums Coda Associates	19292	Plan Review Hours	06/20/2025	120.00		10-43-20 LEGAL, ENGINEERING & PR	06/30/2025
Total Shums Coda Associates:					120.00			
Southwestern Systems, Inc								
152	Southwestern Systems, Inc	203487	Town Park Bathroom clog/main	06/19/2025	523.30		10-46-22 REPAIRS & MAINTENANCE	06/30/2025
152	Southwestern Systems, Inc	203487	Town Park Bathroom clog/main	06/19/2025	523.30		70-51-22 REPAIRS & MAINTENANCE	06/30/2025
152	Southwestern Systems, Inc	203490	Vactor Jet Clenaing/ Pumping, La	06/24/2025	2,188.20		70-51-20 LEGAL, ENGINEERING & PR	07/31/2025
Total Southwestern Systems, Inc:					3,234.80			
THE HARTFORD								
1404	THE HARTFORD	857908422893	Employee Benefits	07/01/2025	273.39		10-0226 THE HARTFORD	07/31/2025
Total THE HARTFORD:					273.39			
The UPS Store #5734								
1256	The UPS Store #5734	MMTT0M7MC	NDA Early AM	06/23/2025	194.10		60-50-17 POSTAGE	07/31/2025
Total The UPS Store #5734:					194.10			
T-MOBILE								
1374	T-MOBILE	JUNE STATEM	Cell Phones	06/23/2025	464.90		10-42-29 TELEPHONE & INTERNET	07/31/2025
1374	T-MOBILE	JUNE STATEM	Cell Phones	06/23/2025	148.37		10-41-29 TELEPHONE & INTERNET	07/31/2025
1374	T-MOBILE	JUNE STATEM	Cell Phones	06/23/2025	43.40		10-45-29 TELEPHONE & INTERNET	07/31/2025
1374	T-MOBILE	JUNE STATEM	Cell Phones	06/23/2025	61.40		10-46-29 TELEPHONE & INTERNET	07/31/2025
1374	T-MOBILE	JUNE STATEM	Cell Phones	06/23/2025	155.35		60-50-29 TELEPHONE & INTERNET	07/31/2025
1374	T-MOBILE	JUNE STATEM	Cell Phones	06/23/2025	43.40		70-51-29 TELEPHONE & INTERNET	07/31/2025
1374	T-MOBILE	JUNE STATEM	Cell Phones	06/23/2025	108.50		80-52-29 TELEPHONE & INTERNET	07/31/2025
Total T-MOBILE:					1,025.32			
ULINE								
1351	ULINE	194533639	Barricade & Cones	06/24/2025	6,513.47		10-45-74 MACHINERY & EQUIPMENT	07/31/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
1351	ULINE	194690675	Envelopes	06/27/2025	9.00		10-41-15 OFFICE SUPPLIES	07/31/2025
1351	ULINE	194690675	Envelopes	06/27/2025	9.00		60-50-15 OFFICE SUPPLIES	07/31/2025
1351	ULINE	194690675	Envelopes	06/27/2025	9.00		70-51-15 OFFICE SUPPLIES	07/31/2025
1351	ULINE	194690675	Envelopes	06/27/2025	9.00		80-52-15 OFFICE SUPPLIES	07/31/2025
Total ULINE:					6,549.47			

United Merchants Bank

1371	United Merchants Bank	UMB STATEM	One-Zoom.Com 888-799-9666	07/01/2025	39.97		10-41-31 DUES & SUBSCRIPTIONS	07/31/2025
1371	United Merchants Bank	UMB STATEM	One-Zoom.Com 888-799-9666	07/01/2025	39.97		60-50-31 DUES & SUBSCRIPTIONS	07/31/2025
1371	United Merchants Bank	UMB STATEM	One-Zoom.Com 888-799-9666	07/01/2025	39.98		70-51-31 DUES & SUBSCRIPTIONS	07/31/2025
1371	United Merchants Bank	UMB STATEM	One-Zoom.Com 888-799-9666	07/01/2025	39.98		80-52-31 DUES & SUBSCRIPTIONS	07/31/2025
1371	United Merchants Bank	UMB STATEM	Santiago-Usps Po 0769660541	07/01/2025	19.36		10-41-17 POSTAGE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Santiago-Usps Po 0769660541	07/01/2025	58.08		10-45-72 CAP OUTLAY-5th ST REALIG	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Nametagcountry.Com	07/01/2025	8.38		10-41-25 TOWN HALL EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Nametagcountry.Com	07/01/2025	8.39		60-50-25 SHOP EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Nametagcountry.Com	07/01/2025	8.39		70-51-25 SHOP EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Nametagcountry.Com	07/01/2025	8.39		80-52-25 SHOP EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	07/01/2025	7.49		10-41-22 REPAIRS & MAINTENANCE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	07/01/2025	7.48		10-42-22 REPAIRS & MAINTENANCE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	07/01/2025	14.96		60-50-22 REPAIRS & MAINTENANCE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	07/01/2025	14.96		70-51-22 REPAIRS & MAINTENANCE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Cooleys Heating Cooli	07/01/2025	14.96		80-52-22 REPAIRS & MAINTENANCE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Fsp*cgfoa	07/01/2025	7.50		10-41-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Fsp*cgfoa	07/01/2025	7.50		60-50-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Fsp*cgfoa	07/01/2025	7.50		70-51-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Wynn-Fsp*cgfoa	07/01/2025	7.50		80-52-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-Fsp*cgfoa	07/01/2025	24.00		10-46-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-Fsp*cgfoa	07/01/2025	24.00		10-45-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-Fsp*cgfoa	07/01/2025	24.00		60-50-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-Fsp*cgfoa	07/01/2025	24.00		70-51-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-Fsp*cgfoa	07/01/2025	24.00		80-52-26 TRAVEL, MEETINGS & TRAI	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-The Home Depot 15	07/01/2025	10.79		10-45-25 SHOP EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-The Home Depot 15	07/01/2025	10.79		10-46-25 SHOP EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-The Home Depot 15	07/01/2025	10.78		80-52-25 SHOP EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-The Home Depot 15	07/01/2025	10.78		60-50-25 SHOP EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-The Home Depot 15	07/01/2025	10.78		70-51-25 SHOP EXPENSE	07/31/2025
1371	United Merchants Bank	UMB STATEM	Public Works-The Home Depot 15	07/01/2025	329.56		10-46-16 OPERATING SUPPLIES	07/31/2025
Total United Merchants Bank:					864.22			

Wilmore & Company Inc

177	Wilmore & Company Inc	12409	Pothole / Realignment	06/27/2025	370.00		60-50-72 CAP OUTLAY-Water Tank Reli	07/31/2025
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total Wilmore & Company Inc:					370.00			
Wilmore, Randy & Beverly								
1458	Wilmore, Randy & Beverly	2025-0365	5th & Grand Easement Agreeemen	06/30/2025	500.00		10-45-72 CAP OUTLAY-5th ST REALIG	07/31/2025
Total Wilmore, Randy & Beverly:					500.00			
Grand Totals:					180,187.77			

Board Meeting Date: _____

Town Administrator: _____

Finance Committee/Mayor: _____

Finance Committee/Trustee: _____

Trustees: _____

Date Reviewed: _____

ACCOUNT	DESCRIPTION	July 2nd 2025 ACTUAL
UBB Accounts		
		CURRENT BALANCES
x3637	Pooled Cash - 4.07% Interest Rate	\$ 3,011,683.75
x0857	Conservation Trust Fund - 0.1% Interest Rate	\$ 31,012.62
x3858	Grant Pass Through - 0.00% Interest Rate (May Close Account)	\$ 25,025.00
x0571	Internal Grants - 0.00% Interest Rate (Needed to Receive Grants from State)	\$ 40,912.00
x0733	Operating (Main Account) - 0.00% Interest Rate	\$ 590,840.63
x3629	Payroll - 0.00% Interest Rate	\$ 3,000.00
x2318	WWTP - 0.15% Interest Rate (Debt Reserves)	\$ 58,814.51
	Subgroup : Total UBB Accounts	\$ 3,761,288.51
ColoTrust Investment Accounts		
x8001	General Fund - 4.3827% 30-Day Yield	\$ 615,051.88
x8002	Sewer Restricted - 4.3827% 30-Day Yield	\$ 612,844.44
x8003	Debt Reserve - 4.3827% 30-Day Yield	\$ 123,485.76
x8004	Bridge Reserve - 4.3827% 30-Day Yield	\$ 680,106.06
x8005	Water - 4.3827% 30-Day Yield	\$ 509,907.11
	Subgroup : ColoTrust Investment Accounts	\$ 2,541,395.25
TOTAL BANK ACCOUNTS		\$3,761,288.51
TOTAL INVESTMENT ACCOUNTS		\$2,541,395.25
Last Month Total All Accounts: \$6,177,934.06		
TOTAL CURRENT BALANCE ALL ACCOUNTS		\$6,302,683.76

Grant Description	Granting Agency	Total Award	Date Awarded	Amount Rec'd.	Contract Expiration	Revenue Account	Expenditure Account	Consultant/ Contractor	Total Contract Price	Remaining Balance of Grant
EIAF - A00278 Paonia Code Revision	DOLA	\$ 25,000.00	11/27/2023	\$ 9,801.85	11/27/2024	10-35-20	10-41-75	Sustainable Futures	\$ 38,000.00	\$ 15,198.15
EIAF - A00232 Paonia Comprehensive Plan Update	DOLA	\$ 25,000.00	2/1/2023	\$ 23,749.99	9/30/2024	10-35-20	10-41-75	Phoenix Rising Resources (w/ 1 CO)	\$ 68,275.00	\$ 1,250.01
EIAF-25-039 (Tier II) - 25039 Paonia Westernloop Water Main Replacement	DOLA	\$ 1,000,000.00	3/18/2025	\$ -	3/18/2026	30-36-30	60-50-70	TBD	TBD	\$ 1,000,000.00
EIAF (Tier II) - 9721 Paonia Water Tank Relining	DOLA	\$ 956,000.00	4/3/2024	\$ 170,037.53	10/31/2025	60-36-30	60-50-70	Earthworx for Sitework - Relining Contractor TBD	TBD	\$ 785,962.47
SAFE PATHWAYS FOR PAONIA - 5TH AND GRAND REALIGNMENT										
RMS - M035-003 (25364) Safe Pathways for Paonia (5th & Grand)	CDOT	\$ 1,040,774.00	10/20/2023	\$ -	8/27/2033	10-35-20	10-45-70	TBD	TBD	\$ 1,040,774.00
SRTS -	CDOT	\$ 872,825.00	4/16/2025	\$ -	TBD	10-35-20	10-45-70	TBD	TBD	\$ 872,825.00
HYDROGEOLOGICAL STUDY										
CFP - 2023-19 Paonia Hydrogeological Study	Col. River Water Conservation District	\$ 25,000.00	5/30/2023	\$ 12,500.00	6/1/2026	60-36-30	60-50-75	Wright Water Engineering		\$ 12,500.00
(CWCB) WSRF Grant - POGG1 2024-2691 Hydrogeological Study of Paonia Spring Complexes	Col. Water Conservation Board	\$ 147,975.00	11/27/2023	\$ -	11/27/2028	60-36-30	60-50-70	Wright Water Engineering		\$ 147,973.00
	CWCB Task 1	Engineering & Data Review	\$ 50,570.00							
	CWCB Task 2	Subsurface	\$ 97,403.00							
	CWCB Task 3	Metering	\$ -							
				\$ 12,500.00		60-36-30	60-50-70	Wright Water	\$ 197,974.00	\$ 160,473.00
GRANT14002201 - Funding Opportunity No. R23AS00109 - Water SMART Planning & Project Design Grant - Paonia, "Watershed and Water System Strategy Plans for Resiliency in the Face of Change"										
		Notice to Proceed Received 5.7.2025								
	Bureau of Reclamation	\$ 250,000.00	4/23/2024	\$ -	TBD	60-36-30	60-50-70	TBD	TBD	\$ 250,000.00
SS4A - Safe Streets for All - Supplemental Planning and Demonstration Grant	USDOT (FHWA)	\$ 293,974.00	6/18/2024	\$ -	TBD	10-35-20	10-45-20	No Notice to Proceed as of 5.30.2025	TBD	\$ 293,974.00
								Total Grant Funding \$	4,636,548.00	
								Total Received \$	228,589.37	Remaining Grant Balance \$ 4,407,958.63

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL	% R
General Fund				
10-31-01	PROPERTY TAXES	\$ 160,000.00	\$ 104,935.29	66%
10-31-02	S.O. AUTO TAXES	\$ 21,000.00	\$ 9,520.65	45%
10-31-03	SALES TAX - TOWN	\$ 530,000.00	\$ 277,447.20	52%
10-31-04	SALES TAX - COUNTY	\$ 130,000.00	\$ 92,819.78	71%
10-31-05	SALES TAX - STATE MARIJUANA	\$ 25,000.00	\$ 3,307.17	13%
10-31-06	CIGARETTE TAX	\$ 1,500.00	\$ 497.34	33%
10-31-07	FRANCHISE TAX	\$ 60,000.00	\$ 33,998.58	57%
10-31-08	PENALTY & INTEREST	\$ 500.00	\$ 36.73	7%
10-31-09	DELINQUENT TAX	\$ -	\$ -	
10-31-10	ABATEMENTS	\$ -	\$ -	
10-31-11 (22-31-06)	MARIJUANA OCCUPATIONAL TAX (Transaction Fee)	\$ 100,000.00	\$ 33,850.00	34%
	Subgroup : TAXES	\$ 1,028,000.00	\$ 556,412.74	54%
General Fund				
10-32-01	LIQUOR LICENSES	\$ 4,500.00	\$ 3,802.50	85%
10-32-02	MISCELLANEOUS PERMITS	\$ 10,000.00	\$ 4,720.00	47%
10-32-03	BUILDING PERMITS	\$ 45,000.00	\$ 10,018.22	22%
10-32-04	SPECIAL REVIEWS	\$ 4,500.00	\$ -	0%
10-32-05	ZONING VERIFICATION & ADMINISTRATIVE REVIEWS	\$ 500.00	\$ 500.00	100%
10-32-06	VIN INSPECTIONS	\$ 1,500.00	\$ 840.00	56%
10-32-07	PRE-APPLICATION MEETINGS	\$ 1,000.00	\$ -	0%
10-32-08	SHORT TERM RENTAL LICENSES	\$ 9,000.00	\$ -	0%
10-32-09 (26-30-01)	SIDEWALK FEE	\$ 30,000.00	\$ 15,187.18	51%
10-32-10	MARIJUANA LICENSING FEE	\$ 4,500.00	\$ -	0%
	Subgroup : LICENSES, PERMITS & FEES	\$ 110,500.00	\$ 35,067.90	32%
General Fund				
10-33-01	HIGHWAY USER TAX	\$ 46,950.00	\$ 27,725.07	59%
10-33-02	MOTOR VEHICLE - \$1.50	\$ 1,500.00	\$ 575.15	38%
10-33-03	MOTOR VEHICLE - \$2.50	\$ 3,500.00	\$ 1,422.79	41%
10-33-07	SEVERANCE TAX	\$ 5,000.00	\$ -	0%
10-33-08	MINERAL LEASING	\$ 10,000.00	\$ -	0%
10-33-09 (40-38-01)	CONSERVATION TRUST FUND	\$ 3,500.00	\$ 4,264.92	122%
10-33-10	ROAD & BRIDGE	\$ 7,500.00	\$ 5,044.02	67%
	Subgroup : INTERGOVERNMENTAL REVENUES	\$ 77,950.00	\$ 39,031.95	50%
General Fund				
10-34-01	COURT FINES	\$ 1,000.00	\$ 522.50	52%
10-34-02	POLICE FINES	\$ 7,500.00	\$ 5,630.00	75%
10-34-03	MISCELLANEOUS FINES - BONDS	\$ 100.00	\$ 195.00	195%
10-34-04	OTHER AGENCY CONTRIBUTIONS - PD (B2B COUNTY)	\$ 200,000.00	\$ 126,697.46	63%
10-34-05	DOG TAGS	\$ 400.00	\$ 440.00	110%
10-34-06	CODE ENFORCEMENT VIOLATIONS	\$ 2,500.00	\$ -	0%
10-34-10	LAW ENFORCEMENT COST ALLOCATION	\$ -	\$ -	
10-34-50	PD GRANT	\$ -	\$ -	0%
	Subgroup : FINES AND FORFEITURES	\$ 211,500.00	\$ 133,484.96	63%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL	% R
General Fund				
10-35-01	RENTS & ROYALTIES	\$ 8,500.00	\$ 23,022.23	271%
10-35-02	MOTOR FUEL TAX REFUNDS	\$ -	\$ -	
10-35-04	INTEREST INCOME	\$ 145,000.00	\$ 85,036.90	59%
10-35-05	LATE CHARGES	\$ 5,000.00	\$ 2,596.66	52%
10-35-06	OTHER INCOME	\$ 1,000.00	\$ 5,471.62	547%
10-35-07	INSURANCE PROCEEDS (NEEDS ADDED)	\$ -	\$ -	
10-35-09	PARK DONATIONS	\$ -	\$ -	
10-35-10	OTHER AGENCY CONTRIBUTIONS	\$ -	\$ -	
10-35-13	BRIDGE RESERVE	\$ -	\$ -	
10-35-15	REFUND OF EXPENDITURES	\$ 1,000.00	\$ 6,762.68	676%
10-35-16	RESTITUTION	\$ 5,200.00	\$ 4,926.55	95%
10-35-18	SALES OF ASSETS	\$ 32,000.00	\$ -	
10-35-20	GRANT REVENUE	\$ 1,260,592.00	\$ 6,130.62	0%
	Subgroup : MISCELLANEOUS REVENUES	\$ 1,458,292.00	\$ 133,947.26	9%
General Fund				
10-39-99	TRANSFER REVENUE	\$ 2,022,258.00	\$ -	
	Subgroup : TRANSFERS	\$ 2,022,258.00	\$ -	
General Fund				
	TOTAL GENERAL FUND REVENUES	\$ 4,908,500.00	\$ 844,642.71	17%
General Fund				
	NET SURPLUS (DEFICIT) - General Fund	\$ -	\$ 76,421.90	

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL
ADMINISTRATION	PERSONNEL SERVICES		
10-41-01	MAYOR & TRUSTEES	\$ 2,400.00	\$ 4,200.00
10-41-02	TOWN ADMINISTRATOR/CONTRACT LABOR	\$ 39,000.00	\$ 15,615.73
10-41-03	SALARIES & WAGES	\$ 75,000.00	\$ 34,839.43
10-41-04	EMPLOYER FICA	\$ 7,500.00	\$ 3,691.06
10-41-05	EMPLOYER MEDICARE	\$ 1,800.00	\$ 863.20
10-41-06	UNEMPLOYMENT TAX	\$ 400.00	\$ 140.97
10-41-07	INSURANCE BENEFITS	\$ 26,000.00	\$ 11,522.39
10-41-08	RETIREMENT BENEFITS	\$ 5,500.00	\$ 2,261.66
10-41-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
10-41-10	WORKMEN'S COMPENSATION	\$ 1,500.00	\$ 600.00
10-41-13	OVERTIME	\$ 2,900.00	\$ 1,498.01
	Subgroup : Personnel Services	\$ 162,500.00	\$ 75,232.45
		Percent Realized	46%
ADMINISTRATION	OPERATING		
10-41-15	OFFICE SUPPLIES	\$ 2,000.00	\$ 1,334.86
10-41-16	OPERATING SUPPLIES	\$ 3,500.00	\$ 165.69
10-41-17	POSTAGE	\$ 500.00	\$ 740.93
10-41-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 70,100.00	\$ 20,169.56
10-41-21	AUDIT & BUDGET EXPENSE	\$ 5,500.00	\$ 1,300.00
10-41-22	REPAIRS & MAINTENANCE	\$ 1,500.00	\$ 287.45
10-41-23	VEHICLE EXPENSE	\$ 2,000.00	\$ -
10-41-25	TOWN HALL EXPENSE	\$ 6,000.00	\$ 364.25
10-41-26	TRAVEL, MEETINGS, & TRAININGS	\$ 10,000.00	\$ 3,716.40
10-41-27	INSURANCE & BONDS	\$ 10,000.00	\$ 5,171.62
10-41-28	UTILITIES	\$ 5,000.00	\$ 1,570.96
10-41-29	TELEPHONE & INTERNET	\$ 2,500.00	\$ 982.74
10-41-30	PUBLISHING ADS	\$ 2,000.00	\$ 233.79
10-41-31	DUES & SUBSCRIPTIONS	\$ 35,000.00	\$ 6,646.07
10-41-33	DATA PROCESSING	\$ 8,000.00	\$ 1,467.91
10-41-40	MISCELLANEOUS	\$ 4,500.00	\$ 40.95
10-41-43	CULTURAL EVENTS	\$ 2,500.00	\$ -
10-41-44	HUMAN SERVICES	\$ 5,000.00	\$ 6,100.00
10-41-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 175,600.00	\$ 50,293.18
		Percent Realized	29%
ADMINISTRATION	CAPITAL OUTLAY & TRANSFERS		
10-41-73	BUILDING IMPROVEMENTS	\$ 18,000.00	\$ -
10-41-74	MACHINERY & EQUIPMENT	\$ 18,000.00	\$ 1,707.67
10-41-75	GRANT PROJECTS	\$ -	\$ -
10-41-90	TREASURER'S FEE	\$ 7,000.00	\$ 5,717.70
10-41-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 43,000.00	\$ 7,425.37
		Percent Realized	35%
TOTAL		\$ 381,100.00	\$ 132,951.00
		Percent Realized	35%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL
LAW ENFORCEMENT PERSONNEL SERVICES			
10-42-02	CONTRACT LABOR (JUDGE)	\$ 6,600.00	\$ 3,300.00
10-42-03	SALARIES & WAGES	\$ 465,000.00	\$ 237,151.40
10-42-04	EMPLOYER FICA	\$ 32,000.00	\$ 1,893.87
10-42-05	EMPLOYER MEDICARE	\$ 7,500.00	\$ 3,433.09
10-42-06	UNEMPLOYMENT TAX	\$ 1,100.00	\$ 495.43
10-42-07	INSURANCE BENEFITS	\$ 75,000.00	\$ 39,283.98
10-42-08	RETIREMENT BENEFITS	\$ 12,000.00	\$ 5,455.16
10-42-09	LIFE/DISABILITY INSURANCE	\$ 1,500.00	\$ -
10-42-10	WORKMEN'S COMPENSATION	\$ 14,400.00	\$ 6,500.00
10-42-11	FPPA PENSION	\$ 44,000.00	\$ 21,824.06
10-42-12	FPPA D&D	\$ 8,500.00	\$ 8,238.82
10-42-13	OVERTIME	\$ 20,000.00	\$ 5,682.06
	Subgroup : Personnel Services	\$ 687,600.00	\$ 333,257.87
		Percent Realized	48%
LAW ENFORCEMENT OPERATING			
10-42-15	OFFICE SUPPLIES	\$ 500.00	\$ 661.31
10-42-16	OPERATING SUPPLIES	\$ 7,500.00	\$ 1,910.87
10-42-17	POSTAGE	\$ 500.00	\$ 220.37
10-42-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 5,500.00	\$ 2,740.00
10-42-22	REPAIRS & MAINTENANCE	\$ 1,500.00	\$ 598.70
10-42-23	VEHICLE EXPENSE	\$ 23,500.00	\$ 5,565.99
10-42-26	TRAVEL, MEETINGS, & TRAININGS	\$ 5,000.00	\$ 1,783.71
10-42-27	INSURANCE & BONDS	\$ 56,000.00	\$ 26,909.82
10-42-28	UTILITIES	\$ 2,500.00	\$ 1,273.64
10-42-29	TELEPHONE & INTERNET	\$ 3,500.00	\$ 2,458.46
10-42-30	PUBLISHING ADS	\$ -	\$ -
10-42-31	DUES & SUBSCRIPTIONS	\$ 7,000.00	\$ 4,010.15
10-42-33	DATA PROCESSING	\$ 1,000.00	\$ 827.01
10-42-42	CONTRACT SERVICES	\$ 8,000.00	\$ 32,756.76
10-42-44	HUMAN SERVICES	\$ 2,000.00	\$ 540.00
	Subgroup : Operating Expenditures	\$ 124,000.00	\$ 82,256.79
		Percent Realized	66%
LAW ENFORCEMENT CAPITAL OUTLAY & TRANSFERS			
10-42-73	BUILDING IMPROVEMENTS	\$ 7,000.00	\$ 250.00
10-42-74	MACHINERY & EQUIPMENT	\$ 30,475.00	\$ 831.80
	Subgroup : CAPITAL OUTLAY	\$ 37,475.00	\$ 1,081.80
		TOTAL \$ 849,075.00	\$ 416,596.46
		Percent Realized	49%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL
BUILDING	PERSONNEL SERVICES		
10-43-01	MAYOR & TRUSTEES	\$ -	\$ -
10-43-02	CONTRACT LABOR	\$ -	\$ -
10-43-03	SALARIES & WAGES	\$ -	\$ -
10-43-04	EMPLOYER FICA	\$ -	\$ -
10-43-05	EMPLOYER MEDICARE	\$ -	\$ -
10-43-06	UNEMPLOYMENT TAX	\$ -	\$ -
10-43-07	INSURANCE BENEFITS	\$ -	\$ -
10-43-08	RETIREMENT BENEFITS	\$ -	\$ -
10-43-09	LIFE/DISABILITY INSURANCE	\$ -	\$ -
10-43-10	WORKMEN'S COMPENSATION	\$ -	\$ -
10-43-13	OVERTIME	\$ -	\$ -
	Subgroup : Personnel Services	\$ -	\$ -
		Percent Realized	0%
BUILDING	OPERATING		
10-43-15	OFFICE SUPPLIES	\$ -	\$ 13.02
10-43-16	OPERATING SUPPLIES	\$ -	\$ -
10-43-17	POSTAGE	\$ -	\$ -
10-43-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 45,000.00	\$ 13,760.00
10-43-22	REPAIRS & MAINTENANCE	\$ -	\$ -
10-43-23	VEHICLE EXPENSE	\$ -	\$ -
10-43-26	TRAVEL & MEETINGS	\$ -	\$ -
10-43-27	INSURANCE & BONDS	\$ -	\$ -
10-43-28	UTILITIES	\$ -	\$ -
10-43-29	TELEPHONE & INTERNET	\$ -	\$ -
10-43-30	PUBLISHING ADS	\$ -	\$ 96.52
10-43-31	DUES & SUBSCRIPTIONS	\$ -	\$ 613.29
10-43-33	DATA PROCESSING	\$ -	\$ -
10-43-40	MISCELLANEOUS	\$ -	\$ -
10-43-43	CULTURAL EVENTS	\$ -	\$ -
10-43-44	HUMAN SERVICES	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 45,000.00	\$ 14,482.83
		Percent Realized	32%
BUILDING	CAPITAL OUTLAY & TRANSFERS		
10-43-73	BUILDING IMPROVEMENTS	\$ 5,000.00	\$ -
10-43-74	MACHINERY & EQUIPMENT	\$ -	\$ 13.00
	Subgroup : CAPITAL OUTLAY	\$ 5,000.00	\$ 13.00
		Percent Realized	29%
TOTAL		\$ 50,000.00	\$ 14,495.83
		Percent Realized	29%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL
STREETS	PERSONNEL SERVICES		
10-45-02	CONTRACT LABOR	\$ -	\$ -
10-45-03	SALARIES & WAGES	\$ 105,000.00	\$ 38,739.58
10-45-04	EMPLOYER FICA	\$ 6,500.00	\$ 2,364.86
10-45-05	EMPLOYER MEDICARE	\$ 1,500.00	\$ 533.08
10-45-06	UNEMPLOYMENT TAX	\$ 300.00	\$ 76.27
10-45-07	INSURANCE BENEFITS	\$ 19,500.00	\$ 5,785.34
10-45-08	RETIREMENT BENEFITS	\$ 5,500.00	\$ 1,462.11
10-45-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
10-45-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 3,350.00
10-45-13	OVERTIME	\$ 3,500.00	\$ 532.49
	Subgroup : Personnel Services	\$ 147,800.00	\$ 52,843.73
		Percent Realized	36%
STREETS	OPERATING		
10-45-15	OFFICE SUPPLIES	\$ 200.00	\$ 98.31
10-45-16	OPERATING SUPPLIES	\$ 4,500.00	\$ 1,571.32
10-45-17	POSTAGE	\$ -	\$ -
10-45-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 25,000.00	\$ 5,570.71
10-45-21	AUDIT & BUDGET EXPENSE	\$ 1,500.00	\$ -
10-45-22	REPAIRS & MAINTENANCE	\$ 15,000.00	\$ 8,965.58
10-45-23	VEHICLE EXPENSE	\$ 5,500.00	\$ 4,581.72
10-45-24	RENTALS	\$ -	\$ -
10-45-25	SHOP EXPENSE	\$ 1,000.00	\$ 1,728.27
10-45-26	TRAVEL, MEETINGS & TRAININGS	\$ 1,500.00	\$ 22.37
10-45-27	INSURANCE & BONDS	\$ 3,800.00	\$ -
10-45-28	UTILITIES	\$ 15,000.00	\$ 4,659.95
10-45-29	TELEPHONE & INTERNET	\$ 1,500.00	\$ 605.43
10-45-30	PUBLISHING ADS	\$ 500.00	\$ -
10-45-31	DUES & SUBSCRIPTIONS	\$ 3,500.00	\$ 668.71
10-45-33	DATA PROCESSING	\$ 1,250.00	\$ -
10-45-40	MISCELLANEOUS	\$ 1,000.00	\$ -
10-45-42	SNOW REMOVAL	\$ 15,000.00	\$ 122.07
10-45-43	CULTURAL EVENTS	\$ -	\$ -
10-45-44	HUMAN SERVICES	\$ -	\$ -
10-45-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 95,750.00	\$ 28,594.44
		Percent Realized	30%
STREETS	CAPITAL OUTLAY & TRANSFERS		
10-45-70	CAPITAL OUTLAY	\$ -	\$ -
10-45-72	CAPITAL OUTLAY 5TH ST REALIGNMENT	\$ 2,827,675.00	\$ 9,836.50
10-45-73	BUILDING IMPROVEMENTS	\$ -	\$ 47.42
10-45-74	MACHINERY & EQUIPMENT	\$ 20,000.00	\$ -
10-45-75	GRANT PROJECTS	\$ 325,000.00	\$ -
10-45-90	TREASURER'S FEE	\$ -	\$ -
10-45-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 3,172,675.00	\$ 9,883.92
		Percent Realized	3%
TOTAL		\$ 3,416,225.00	\$ 91,322.09
		Percent Realized	3%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL
PARKS	PERSONNEL SERVICES		
10-46-02	CONTRACT LABOR	\$ -	\$ -
10-46-03	SALARIES & WAGES	\$ 85,000.00	\$ 29,449.24
10-46-04	EMPLOYER FICA	\$ 5,500.00	\$ 1,793.46
10-46-05	EMPLOYER MEDICARE	\$ 1,500.00	\$ 419.44
10-46-06	UNEMPLOYMENT TAX	\$ 200.00	\$ 57.85
10-46-07	INSURANCE BENEFITS	\$ 16,500.00	\$ 4,324.22
10-46-08	RETIREMENT BENEFITS	\$ 4,800.00	\$ 993.57
10-46-09	LIFE/DISABILITY INSURANCE	\$ 400.00	\$ -
10-46-10	WORKMEN'S COMPENSATION	\$ 3,000.00	\$ 1,875.00
10-46-13	OVERTIME	\$ 3,000.00	\$ 464.47
	Subgroup : Personnel Services	\$ 119,900.00	\$ 39,377.25
		Percent Realized	33%
PARKS	OPERATING		
10-46-15	OFFICE SUPPLIES	\$ 200.00	\$ 87.89
10-46-16	OPERATING SUPPLIES	\$ 4,500.00	\$ 1,381.61
10-46-17	POSTAGE	\$ 100.00	\$ -
10-46-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 1,000.00	\$ -
10-46-21	AUDIT & BUDGET EXPENSE	\$ 2,500.00	\$ -
10-46-22	REPAIRS & MAINTENANCE	\$ 15,000.00	\$ 21,105.88
10-46-23	VEHICLE EXPENSE	\$ 4,500.00	\$ 2,982.55
10-46-24	RENTALS	\$ 3,000.00	\$ 85.00
10-46-25	SHOP EXPENSE	\$ 1,400.00	\$ 8,221.44
10-46-26	TRAVEL, MEETINGS & TRAININGS	\$ 500.00	\$ 22.38
10-46-27	INSURANCE & BONDS	\$ 6,500.00	\$ -
10-46-28	UTILITIES	\$ 7,500.00	\$ 3,320.15
10-46-29	TELEPHONE & INTERNET	\$ 500.00	\$ 616.17
10-46-30	PUBLISHING ADS	\$ -	\$ -
10-46-31	DUES & SUBSCRIPTIONS	\$ 3,000.00	\$ 1,658.25
10-46-32	FEES & PERMITS	\$ 500.00	\$ -
10-46-33	DATA PROCESSING	\$ -	\$ -
10-46-40	MISCELLANEOUS	\$ 1,500.00	\$ -
10-46-42	CONTRACT SERVICES	\$ 7,500.00	\$ 500.00
10-46-43	CULTURAL EVENTS	\$ -	\$ -
10-46-44	HUMAN SERVICES	\$ -	\$ 500.00
10-46-45	BUILDING INSPECTOR	\$ -	\$ -
	Subgroup : Operating Expenditures	\$ 59,700.00	\$ 40,481.32
		Percent Realized	68%
PARKS	CAPITAL OUTLAY & TRANSFERS		
10-46-70	CAPITAL OUTLAY	\$ 15,000.00	\$ -
10-46-73	BUILDING IMPROVEMENTS	\$ -	\$ 32,866.87
10-46-74	MACHINERY & EQUIPMENT	\$ 15,000.00	\$ 129.99
10-46-75	GRANT PROJECTS	\$ 2,500.00	\$ -
10-46-90	TREASURER'S FEE	\$ -	\$ -
10-46-99	TRANSFERS	\$ -	\$ -
	Subgroup : CAPITAL OUTLAY	\$ 32,500.00	\$ 32,996.86
		Percent Realized	102%
TOTAL		\$ 212,100.00	\$ 112,855.43
		Percent Realized	53%

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL
WATER			
* Revenue is dependent upon utility rate increases			
WATER UTILITY REVENUE			
60-36-01*	WATER CHARGES	\$ 905,000.00	\$ 461,961.31
60-36-02*	WATER CHARGES - USAGE	\$ 368,000.00	\$ 130,050.12
60-36-03	SALES & SERVICES	\$ 500.00	\$ 155.00
60-36-04	STANDBY TAP FEES	\$ 55,000.00	\$ 26,312.00
60-36-05	BULK WATER	\$ 15,000.00	\$ 6,048.22
60-36-06	RECONNECT FEES & PENALTIES	\$ -	\$ -
60-36-07	WATER TAPS	\$ -	\$ -
60-36-08	TAPS FEES ASSIGNED FOR STORAGE	\$ -	\$ -
60-36-09	START/STOP SERVICE FEES	\$ 5,500.00	\$ 2,700.00
60-36-10	INTEREST	\$ 12,500.00	\$ -
60-36-12	RENTS	\$ 1,000.00	\$ 500.00
60-36-13	MISCELLANEOUS REVENUE	\$ 500.00	\$ 536.94
60-36-15	SALE/DISPOSAL OF ASSETS	\$ 2,500.00	\$ -
60-36-20	PASS THROUGH FUNDS	\$ -	\$ -
60-36-21	DOLA PASS THROUGH REVENUE	\$ -	\$ -
60-36-22	WPA PASS THROUGH REVENUE	\$ -	\$ -
60-36-23	DWRF GRANT (PRINCIPAL LOAN FORGIVENESS)	\$ -	\$ -
60-36-24	DOLA URS PASS THROUGH REVENUE	\$ -	\$ -
60-36-25	LOAN FUNDS	\$ 5,000,000.00	\$ -
60-36-28	WATERSMART GRANT REVENUE	\$ 250,000.00	\$ -
60-36-30	GRANT FUNDS	\$ 1,002,500.00	\$ 410,037.53
60-36-31	CAPITAL CONTRIBUTIONS	\$ -	\$ -
	Subgroup : Total Revenue¹	\$ 7,618,000.00	\$ 1,038,301.12
		Percent Realized	14%
WATER			
¹ Budget Revenues differ from 20-year cashflow analysis, budget is in whole numbers, cashflow is to the penny			
WATER UTILITY PERSONNEL SERVICES			
60-50-02	TRUSTEE/ADMIN SALARIES	\$ 40,500.00	\$ 21,862.09
60-50-03	SALARIES & WAGES	\$ 262,000.00	\$ 127,960.92
60-50-04	EMPLOYER FICA	\$ 20,000.00	\$ 9,160.37
60-50-05	EMPLOYER MEDICARE	\$ 4,750.00	\$ 2,142.36
60-50-06	UNEMPLOYMENT TAX	\$ 700.00	\$ 295.50
60-50-07	INSURANCE BENEFITS	\$ 60,000.00	\$ 26,979.48
60-50-08	RETIREMENT BENEFITS	\$ 15,500.00	\$ 6,674.19
60-50-09	LIFE/DISABILITY INSURANCE	\$ 1,000.00	\$ -
60-50-10	WORKMEN'S COMPENSATION	\$ 5,750.00	\$ 818.20
60-50-13	OVERTIME	\$ 15,000.00	\$ 3,995.37
	Subgroup : Personnel Services	\$ 425,200.00	\$ 199,888.48
		Percent Realized	47%
WATER			
WATER UTILITY OPERATING EXPENSES			
60-50-14	CHEMICALS	\$ 25,000.00	\$ 5,346.58
60-50-15	OFFICE SUPPLIES	\$ 2,500.00	\$ 1,555.85
60-50-16	OPERATING SUPPLIES	\$ 20,000.00	\$ 1,124.65
60-50-17	POSTAGE	\$ 4,000.00	\$ 1,453.11
60-50-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 375,000.00	\$ 34,191.30
60-50-21	AUDIT & BUDGET EXPENSE	\$ 15,000.00	\$ 2,900.00
60-50-22	REPAIRS & MAINTENANCE	\$ 50,000.00	\$ 7,352.25
60-50-23	VEHICLE EXPENSE	\$ 5,500.00	\$ 6,674.36
60-50-24	RENTALS	\$ 1,500.00	\$ 645.00
60-50-25	SHOP EXPENSE	\$ 6,500.00	\$ 1,348.80
60-50-26	TRAVEL, MEETINGS & TRAININGS	\$ 3,000.00	\$ 1,192.35
60-50-27	INSURANCE & BONDS	\$ 17,000.00	\$ 8,313.66
60-50-28	UTILITIES	\$ 27,000.00	\$ 10,179.65
60-50-29	TELEPHONE & INTERNET	\$ 8,000.00	\$ 3,622.55

ACCOUNT	DESCRIPTION	ADOPTED FY-2025 BUDGET	JUNE 30TH ACTUAL
WATER			
WATER UTILITY OPERATING EXPENSES			
60-50-30	PUBLISHING ADS	\$ 1,000.00	\$ -
60-50-31	DUES & SUBSCRIPTIONS	\$ 21,500.00	\$ 8,020.99
60-50-32	FEES & PERMITS	\$ 2,500.00	\$ 277.08
60-50-33	DATA PROCESSING	\$ 10,500.00	\$ 1,654.00
60-50-40	MISCELLANEOUS	\$ 5,000.00	\$ 11,000.00
60-50-41	WRITEOFF - UNCOLLECTABLE	\$ 500.00	\$ 1,044.99
60-50-42	CONTRACT SERVICES	\$ 15,000.00	\$ 2,675.48
60-50-44	NORRIS RETIREMENT	\$ 7,500.00	\$ 3,360.00
60-50-50	WATER POWER AUTHORITY LOAN	\$ 155,000.00	\$ 87,396.95
60-50-51	DRINKING WATER REVOLVING FUND	\$ -	\$ -
60-50-52	FCNB INTERIM FINANCING	\$ -	\$ -
60-50-54	DEBT SERVICE	\$ -	\$ -
60-50-55	LOAN PRINCIPAL	\$ 12,500.00	\$ 38,291.51
60-50-56	LOAN INTEREST	\$ 25,000.00	\$ 11,717.69
60-50-60	WATER STORAGE EXPENDITURE	\$ -	\$ -
	Subgroup : Water Operating Expenditures	791,000.00	\$ 245,992.22
		Percent Realized	31%
WATER			
WATER UTILITY CAPITAL OUTLAY & TRANSFERS			
60-50-69	RAW WATER METERING	\$ 150,000.00	\$ 27,936.83
60-50-70	CAPITAL OUTLAY	\$ 111,000.00	\$ -
60-50-71	PASS THROUGH ACCOUNT	\$ -	\$ -
60-50-72	WATER TANK RELINNING	\$ 1,883,000.00	\$ 439,676.09
60-50-73	WEST LOOP IMPROVEMENT PROJECT	\$ 3,000,000.00	\$ 19,244.43
60-50-74	WATERSMART GRANT	\$ 335,000.00	
60-50-75	GRANT PROJECTS	\$ 100,000.00	\$ -
60-50-76	BUILDING IMPROVEMENTS	\$ -	\$ 190.85
60-50-77	MACHINERY & EQUIPMENT	\$ 20,000.00	\$ 743.81
60-50-99	TRANSFERS	\$ -	\$ -
	Subgroup : Water Capital Outlay & Transfers	\$ 5,599,000.00	\$ 487,792.01
		Percent Realized	9%
WATER			
WATER UTILITY DEPRECIATION			
60-59-99	DEPRECIATION	\$ 7,000.00	\$ -
	Subgroup : Water Depreciation	\$ 7,000.00	\$ -
		Percent Realized	0%
WATER FUND			
TOTAL REVENUES	\$	7,618,000.00	\$1,038,301.12
TOTAL EXPENDITURES	\$	6,822,200.00	\$933,672.71
		Percent Realized	14%
	NET INCOME (LOSS) - Water Utility	\$ 795,800.00	\$ 104,628.41

ACCOUNT	DESCRIPTION	ADOPTED FY-25 BUDGET	JUNE 30TH ACTUAL
WASTEWATER			
WASTEWATER UTILITY REVENUE			
70-37-01	SEWER BASE CHARGE	\$ 785,000.00	\$ 392,920.53
70-37-04	SEWER TAPS	\$ 5,000.00	\$ -
70-37-05	SEWER RENTAL PROPERTY	\$ -	\$ -
70-37-07	SALES & SERVICE	\$ -	\$ -
70-37-08	PASS THROUGH FUNDS	\$ -	\$ -
70-37-09	INTEREST INCOME	\$ 25,000.00	\$ 13,360.61
70-37-10	WWTP PAYBACK FUND	\$ -	\$ -
70-37-11	WWTP PAYBACK INTEREST	\$ -	\$ -
70-37-12	RENTS	\$ -	\$ -
70-37-13	GRANT REVENUE	\$ 10,000.00	\$ -
70-37-14	MISCELLANEOUS REVENUE	\$ 5,500.00	\$ 279.47
	Subgroup : Total Revenue	\$ 830,500.00	\$ 406,560.61
		Percent Realized	49%
WASTEWATER			
WASTEWATER UTILITY PERSONNEL SERVICES			
70-51-02	TRUSTEE/ADMIN SALARIES	\$ 40,500.00	\$ 21,862.09
70-51-03	SALARIES & WAGES	\$ 256,000.00	\$ 124,559.43
70-51-04	EMPLOYER FICA	\$ 20,000.00	\$ 8,946.02
70-51-05	EMPLOYER MEDICARE	\$ 4,500.00	\$ 2,092.21
70-51-06	UNEMPLOYMENT TAX	\$ 750.00	\$ 288.59
70-51-07	INSURANCE BENEFITS	\$ 58,000.00	\$ 26,200.12
70-51-08	RETIREMENT BENEFITS	\$ 15,500.00	\$ 6,500.75
70-51-09	LIFE/DISABILITY INSURANCE	\$ 1,000.00	\$ -
70-51-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 818.20
70-51-11	OVERTIME	\$ 15,000.00	\$ 3,817.54
	Subgroup : Personnel Services	\$ 416,750.00	\$ 195,084.95
		Percent Realized	47%
WASTEWATER			
WASTEWATER UTILITY OPERATING EXPENSES			
70-51-15	OFFICE SUPPLIES	\$ 1,000.00	\$ 348.81
70-51-16	OPERATING SUPPLIES	\$ 12,000.00	\$ 7,395.09
70-51-17	POSTAGE	\$ 4,000.00	\$ 1,238.26
70-51-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 57,500.00	\$ 24,893.96
70-51-21	AUDIT & BUDGET EXPENSE	\$ 15,000.00	\$ 2,900.00
70-51-22	REPAIRS & MAINTENANCE	\$ 44,500.00	\$ 3,881.43
70-51-23	VEHICLE EXPENSE	\$ 6,500.00	\$ 6,674.41
70-51-24	RENTALS	\$ 1,500.00	\$ 1,479.00
70-51-25	SHOP EXPENSE	\$ 5,500.00	\$ 1,303.64
70-51-26	TRAVEL, MEETINGS & TRAININGS	\$ 2,000.00	\$ 775.97
70-51-27	INSURANCE & BONDS	\$ 7,500.00	\$ 8,313.64
70-51-28	UTILITIES	\$ 40,000.00	\$ 14,081.82
70-51-29	TELEPHONE & INTERNET	\$ 10,000.00	\$ 1,678.85
70-51-30	PUBLISHING ADS	\$ 500.00	\$ -
70-51-31	DUES & SUBSCRIPTIONS	\$ 15,750.00	\$ 6,498.41
70-51-32	FEES & PERMITS	\$ 3,500.00	\$ 230.41
70-51-33	DATA PROCESSING	\$ 5,500.00	\$ 1,654.00
70-51-40	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
70-51-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ 125.71
70-51-42	CONTRACT SERVICES	\$ 8,000.00	\$ 1,500.00
70-51-43	GAUGING STATION	\$ 7,000.00	\$ -
70-51-44	NORRIS RETIREMENT	\$ 6,500.00	\$ 3,360.00
70-51-50	DOLA PRINCIPAL & INTEREST	\$ -	\$ -
70-51-51	RURAL DEVELOPMENT PRINCIPAL & INTEREST	\$ 100,000.00	\$ 38,337.50
70-51-52	WWTP PAYBACK FUND EXPENDITURES	\$ -	\$ -
70-51-53	ISSUANCE COSTS	\$ -	\$ -
70-51-54	DEBT RESERVE	\$ 24,000.00	\$ -
	Subgroup : Operating Expenses	\$ 382,750.00	\$ 131,670.91
		Percent Realized	34%

ACCOUNT	DESCRIPTION	ADOPTED FY-25 BUDGET	JUNE 30TH ACTUAL
WASTEWATER			
WASTEWATER UTILITY CAPITAL OUTLAY & TRANSFERS			
70-51-70	CAPITAL OUTLAY	\$ 5,500.00	\$ -
70-51-71	PASS THROUGH FUNDS	\$ -	\$ -
70-51-72	ASSET REPLACEMENT RESERVE	\$ -	\$ -
70-51-73	PASS THROUGH OPERATING	\$ -	\$ 32.00
70-51-75	GRANT PROJECTS	\$ 10,000.00	\$ -
70-51-76	BUILDING IMPROVEMENTS	\$ -	\$ 3.80
70-51-77	MACHINERY & EQUIPMENT	\$ -	\$ 60,309.81
70-51-99	TRANSFERS	\$ -	\$ -
	Subgroup : Wastewater Capital Outlay & Transfers	\$ 15,500.00	\$ 60,345.61
		Percent Realized	389%
WASTEWATER			
WASTEWATER UTILITY DEPRECIATION			
70-59-99	DEPRECIATION	\$ 150.00	\$ -
	Subgroup : Wastewater Depreciation	\$ 150.00	\$ -
WASTEWATER FUND			
TOTAL REVENUES	\$	830,500.00	\$406,560.61
TOTAL EXPENDITURES	\$	815,150.00	\$387,101.47
		Percent Realized	47%
	NET INCOME (LOSS) - Wastewater Utility	\$ 15,350.00	\$ 19,459.14

ACCOUNT	DESCRIPTION	ADOPTED FY-25 BUDGET	JUNE 30TH ACTUAL
SANITATION			
SANITATION REVENUE			
80-30-02	TRASH CHARGES	\$ 320,000.00	\$ 159,591.75
80-30-03	BULK TRASH CHARGE	\$ 2,500.00	\$ 710.00
80-30-04	TIRE PICK UP	\$ -	\$ -
	Subgroup : Total Revenue	\$ 322,500.00	\$ 160,301.75
		Percent Realized	50%
SANITATION			
SANITATION PERSONNEL SERVICES			
80-52-02	CONTRACT/ADMIN SALARIES	\$ 15,000.00	\$ 3,233.12
80-52-03	SALARIES & WAGES	\$ 135,000.00	\$ 87,140.72
80-52-04	EMPLOYER FICA	\$ 9,500.00	\$ 5,446.21
80-52-05	EMPLOYER MEDICARE	\$ 2,500.00	\$ 1,273.71
80-52-06	UNEMPLOYMENT TAX	\$ 400.00	\$ 175.69
80-52-07	INSURANCE BENEFITS	\$ 32,000.00	\$ 14,705.10
80-52-08	RETIREMENT BENEFITS	\$ 7,500.00	\$ 3,613.23
80-52-09	LIFE/DISABILITY INSURANCE	\$ 500.00	\$ -
80-52-10	WORKMEN'S COMPENSATION	\$ 5,500.00	\$ 818.20
80-52-11	OVERTIME	\$ 5,000.00	\$ 1,724.97
	Subgroup : Personnel Services	\$ 212,900.00	\$ 118,130.95
		Percent Realized	55%
SANITATION			
SANITATION OPERATING EXPENSES			
80-52-15	OFFICE SUPPLIES	\$ 500.00	\$ 285.80
80-52-16	OPERATING SUPPLIES	\$ 1,000.00	\$ 744.69
80-52-17	POSTAGE	\$ 2,000.00	\$ 1,228.58
80-52-20	LEGAL, ENGINEERING & PROFESSIONAL SERVICES	\$ 12,000.00	\$ 4,506.27
80-52-21	AUDIT & BUDGET EXPENSE	\$ 8,000.00	\$ 2,900.00
80-52-22	REPAIRS & MAINTENANCE	\$ 2,500.00	\$ 2,969.80
80-52-23	VEHICLE EXPENSE	\$ 13,500.00	\$ 8,913.12
80-52-24	RENTALS	\$ 500.00	\$ 32.00
80-52-25	SHOP EXPENSE	\$ 2,500.00	\$ 1,154.23
80-52-26	TRAVEL, MEETINGS & TRAININGS	\$ 2,000.00	\$ 935.96
80-52-27	INSURANCE & BONDS	\$ 7,500.00	\$ 8,010.50
80-52-28	UTILITIES	\$ 2,000.00	\$ 1,127.91
80-52-29	TELEPHONE & INTERNET	\$ 2,200.00	\$ 1,361.46
80-52-30	PUBLISHING ADS	\$ 500.00	\$ -
80-52-31	DUES & SUBSCRIPTIONS	\$ 7,800.00	\$ 5,661.32
80-52-32	FEES & PERMITS	\$ 500.00	\$ -
80-52-33	DATA PROCESSING	\$ 2,500.00	\$ 1,653.98
80-52-40	MISCELLANEOUS	\$ 500.00	\$ -
80-52-41	WRITEOFF - UNCOLLECTABLE	\$ -	\$ -
80-52-42	LANDFILL FEES	\$ 39,000.00	\$ 15,290.65
80-52-43	CLEAN UP DAYS	\$ -	\$ -
	Subgroup : Operating Expenses	\$ 107,000.00	\$ 56,776.27
		Percent Realized	53%
SANITATION			
SANITATION CAPITAL OUTLAY & TRANSFERS			
80-52-70	CAPITAL OUTLAY	\$ -	\$ 28.26
80-52-71	PASS THROUGH FUNDS	\$ -	\$ -
80-52-75	GRANT PROJECTS	\$ -	\$ -
80-52-76	BUILDING IMPROVEMENTS	\$ -	\$ 3.80
80-52-77	MACHINERY & EQUIPMENT	\$ -	\$ 8,032.20
80-52-99	TRANSFERS	\$ -	\$ -
	Subgroup : Sanitation Capital Outlay & Transfers	\$ -	\$ 8,064.26
		Percent Realized	
SANITATION			
SANITATION DEPRECIATION			
80-59-99	DEPRECIATION	\$ -	\$ -
	Subgroup : Sanitation Depreciation	\$ -	\$ -
		Percent Realized	
SANITATION FUND			
TOTAL REVENUES	\$ 322,500.00		\$ 160,301.75
TOTAL EXPENDITURES	\$ 319,900.00		\$ 182,971.48
		Percent Realized	57%
NET INCOME (LOSS) - Sanitation Utility			\$ (22,669.73)

ACCOUNT	DESCRIPTION	ADOPTED FY-25 BUDGET	JUNE 30TH ACTUAL
NFV AIRPORT			
NFV AIRPORT REVENUE			
50-31-06	AIRPORT REVENUE	\$ 7,650.00	\$ 2,550.00
50-31-15	TRANSFER FROM GENERAL FUND RESERVE	\$ 72,350.00	\$ -
50-31-16	CAPITAL IMPROVEMENT FUND - AIRPORT GRANTS	\$ -	\$ -
	Subgroup : Total Revenue	\$ 80,000.00	\$ 2,550.00
Percent Realized			3%
NFV AIRPORT			
NFV AIRPORT CAPITAL OUTLAY & TRANSFERS			
50-32-70	CAPITAL OUTLAY	\$ 80,000.00	\$ -
50-52-71	PASS THROUGH FUNDS	\$ -	\$ -
50-52-75	GRANT PROJECTS	\$ -	\$ -
50-52-76	BUILDING IMPROVEMENTS	\$ -	\$ -
50-52-77	MACHINERY & EQUIPMENT	\$ -	\$ -
50-52-99	TRANSFERS	\$ -	\$ -
	Subgroup : NFV Capital Outlay & Transfers	\$ 80,000.00	\$ -
Percent Realized			0%
NFV AIRPORT			
NFV AIRPORT DEPRECIATION			
50-59-99	DEPRECIATION	\$ -	\$ -
	Subgroup : NFV Depreciation	\$ -	\$ -
Percent Realized			0%
NFV AIRPORT			
TOTAL REVENUES	\$ 80,000.00		\$2,550.00
TOTAL EXPENDITURES	\$ 80,000.00		\$0.00
Percent Realized			0%
NET INCOME (LOSS) - NFV CAPITAL IMPROVEMENT FUND			\$2,550.00

June 2025

Last of Playground chips have been delivered and installed (except Lee's)

Brush clearing for Hydrogeological Study is complete

Left over dirt from tank pad removed- Final payout for Earthworx

5th and Grand- a few TE's to work out before we can get underway

RFP for Tank relining – Mandatory site visit on June 12th. Bid Reading June 30th

ADA Robots

Temporary Tank site visit with Colorado Lining International

Town Park Sprinkler pump issues- electrical

Grand Ave parking spaces painted (picture) came in Sunday to test



Curb painting



Tree break in AVP – picture



Sprinkler issues – and new lid for ditch box





Aerator arrival- picture



Vape Disposal Stations



AVP plumbing



Vandalism in Town Park Bathroom- Fire Plus







Paonia Police Department

DEPARTMENT BRIEFING: SUMMARY OF PROGRESS

07/01/2025

- ☐ The department ordered and received 100 LED headlights and taillights for bicycle/scooter use. Department personnel will be handing these items out when contacting cyclists and scooter operators without the proper equipment.
- ☐ The department had two officers pass their POST driver's certification test in June. Both officers were required by POST to re-certify and passed on their first attempt.
- ☐ The department received its order of red dot sights that it placed in December of 2024. These sights will be issued to officers upon successful completion of training. This training will be provided by on-staff certified red dot/firearms instructors Sergeant Henderson and Officer Hinyard.
- ☐ The department was present for a rally at the town park and the accompanying march down Grand Avenue. All department personnel were called in to work scheduled and overtime shifts to accommodate the crowd.

**TOWN OF PAONIA, COLORADO
RESOLUTION NO. 16-2025**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN
OF PAONIA, COLORADO ENACTING STAGE 1 FIRE
RESTRICTIONS WITHIN PAONIA TOWN LIMITS**

WHEREAS, the Board of Trustees, pursuant to C.R.S. §31-15-601 (j.5), and C.R.S. §31-15-401 (1) (q), is authorized to control and limit fires, including, but limited to, placing restrictions and regulations on where fires are permitted; and

WHEREAS, the Sheriff of Delta County, Colorado pursuant to C.R.S. §30-10-512 and C.R.S. §30-10-513, is authorized to act as fire warden of Delta County and is responsible for coordination of fire suppression efforts, has enacted an order restricting fires within the unincorporated areas of the County outside the boundaries of fire protection districts; and

WHEREAS, the Board of Trustees ("the Board") of the Town of Paonia, Colorado, along with other incorporated communities in Delta County, Colorado, have consulted with Emergency Management, the Delta County Sheriff's Office, fire protection districts and State and Federal land and wildfire management professionals who determined that Stage 1 Fire Restrictions are necessary and prudent to reduce the danger of wildfires, and to protect the life, health and safety of residents and personal property within the Town of Paonia; and

WHEREAS, the current danger of forest and/or grass fires in Paonia and Delta County is high due to ongoing drought conditions across the county with hot, dry, windy weather conditions, low fuel moisture levels, and a low availability of fire suppression resources within the region, which could cause fires to grow rapidly and threaten public safety and private property;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, COUNTY OF DELTA, STATE OF COLORADO THAT:

SECTION 1. As of July 3, 2025 at 5:00 P.M., Stage One Fire Restrictions will be implemented within Paonia.

SECTION 2. Stage 1 Fire Restrictions shall remain in effect until rescinded by Order of the Sheriff, or by Resolution of the Board of Trustees of the Town of Paonia, whichever happens first.

SECTION 3. Stage 1 restrictions have also been implemented on lands managed by the Grand Mesa, Uncompahgre and Gunnison National Forests (GMUG), the Bureau of Land Management and National Park Service across Western Colorado and federal fire restrictions may differ from Paonia's fire restrictions. It is the responsibility of individuals to know and adhere to restrictions. A complete listing of county and federal land fire restrictions can be found at: www.WestSlopeFireInfo.com.

SECTION 4. The Following are PROHIBITED during Stage 1 Fire Restrictions:

- Building of an open fire including agricultural burning of fields, fence rows, ditches, piles, slash or wildland broadcast burning;
- Fires within a town-installed fire pit or grill on public property such as within parks;
- Burning of trash or debris;
- Smoking in areas that are NOT barren or cleared of flammable materials at least three (3) feet in diameter;
- The use of fireworks of any kind to include the use of exploding targets or tracer ammunition;
- Use of a chainsaw or other internal combustion engine WITHOUT a properly installed USDA or SAE approved spark arrestor;
- Welding or use of acetylene torches which produce a flame near combustible material without a pressurized class 2A fire extinguisher.

SECTION 5. The Following are ALLOWED during Stage 1 Fire Restrictions:

- Fires within a permanent fire pit, ring or BBQ grill at a private residence;
- Use of a fully enclosed (shepherd type) stove with a ¼" spark arrestor type screen properly installed;
- Use of residential fire features such as a chiminea, tiki torches, or gas fire pits when supervised by a responsible adult;
- Use of liquid or gas fueled stoves, lanterns and heating devices with a controlled flame and shut-off valve;
- Use of a chainsaw or other internal combustion engine WITH a USDA/SAE approved spark arrestor properly installed and functioning while in possession of an eight (8) ounce or greater chemical pressurized fire extinguisher and a rounded point shovel with an overall length of at least 35 inches readily available;
- Welding in a safe manner in an area void of combustible material within ten (10) feet and while possessing a chemical pressurized fire extinguisher with a minimum rating of 2A.

INTRODUCED, READ, APPROVED AND ADOPTED by a vote of 4 for and 0 against at a Special Meeting of the Board of Trustees on June 3, 2025, at 4:30 P.M., at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado.

TOWN OF PAONIA, COLORADO

Paige Smith
Paige Smith, Mayor

ATTEST:

Samira M. Vetter

Samira M. Vetter, Town Clerk





**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
MAYOR REPORT**

AGENDA ITEM:	Explanation & Consideration of STR Citizen's Initiative Petition Denial
SUBMITTED BY:	Mayor Smith
DATE:	July 8, 2025
BACKGROUND:	After being informed by the Town Clerk on May 28, 2025, that the Short-Term Rental Citizen's Initiative Petition was rejected, one of the two petition proponents' representatives provided an email dated June 25, 2025, making numerous claims that the Town inappropriately rejected the Petition. The representative also submitted a CORA request on the same day asking for a variety of correspondence regarding the petition and an audio recording of the Executive Session held on June 10, 2025. Given the claims made regarding how the Town had errored in rejecting the Citizen Petition, it is important that the correspondence surrounding this issue be made available in total to the public and the Trustees. Therefore, you'll find nine attachments, the first four of which provide the original petition, Clerk Memo requiring the name and addresses of the petition proponents' representatives, the corrected version (V.2) of the petition and the Clerk's memo explaining why the petition was rejected. The remaining attachments include the proponents' representative's email disputing the Town's reasoning for rejecting the petition, the second email from the representative making a CORA request, the official CORA request form submitted by the representative, the full CORA request fulfillment and an explanatory memo from the Town attorney providing further explanation regarding the rejection of the petition.
BUDGET:	N/A
RECOMMENDATION:	All documentation is being provided to allow for public disclosure of all correspondence and if desired a discussion by the Trustees of the actions taken. Any motions to be made are at the discretion of the Trustees.
ATTACHMENTS:	1) Citizen's Initiative Petition version 1 received May 14, 2025 2) May 21, 2025, Clerk Memo rejecting the Petition due to names and addresses of the proponents' representatives missing from the petition 3) Citizen's Initiative Petition version 2 received May 21, 2025 4) May 28, 2025, Clerk Memo rejecting the Petition because of provisions violating the Colorado Constitution 5) June 25, 2025 (12:13 pm) email from representative 6) June 25, 2025 (5:12 pm) email from the representative re: a CORA request 7) Official CORA request form dated June 25, 2025 8) CORA request fulfillment memo from the Town Clerk dated July 1, 2025 9) Memo dated July 2, 2025, from the Town Attorney providing more detail regarding why the petition was rejected.

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Summary of Proposed Initiative Ordinance

Shall the Town of Paonia adopt an ordinance creating Chapter 6.06 of the Municipal Code to regulate short-term rentals? The measure would: (1) legalize resident-occupied short-term rentals in all zones without fees, licenses or special-use review, provided the owner or long-term tenant resides on the property at least 183 days each year; (2) require one-time, no-fee registration of existing investor short-term rentals in multi-family or mixed-use buildings and prohibit new investor rentals; (3) allow investor rentals in single-family dwellings only until 1 July 2026; (4) establish complaint-based enforcement, \$300-per-day penalties, a 30-day appeal, and mandatory public review hearing in 2027.

The two persons who represent the proponents of this referendum petition in all matters affecting the petition and to whom all notices or information concerning the petition shall be mailed are:

_____, Paonia, Colorado 81428

_____, Paonia, Colorado 81428

Text Of Proposed Initiative

ORDINANCE NO. 2025-__

AN INITIATED ORDINANCE OF THE PEOPLE OF THE TOWN OF PAONIA, COLORADO,
ESTABLISHING RULES FOR RESIDENT-OCCUPIED SHORT-TERM RENTALS,
GRANDFATHERING CERTAIN INVESTOR SHORT-TERM RENTALS, PROHIBITING NEW

INVESTOR SHORT-TERM RENTALS, AND PROVIDING FOR ENFORCEMENT, PENALTIES, AND REVIEW.

WHEREAS, the Town of Paonia is a statutory municipality organized under C.R.S. § 31-1-203; and

WHEREAS, C.R.S. §§ 31-15-101, 31-15-401, 31-15-501, and 31-23-301 grant statutory municipalities corporate, police-power, business-licensing, and land-use authority; and

WHEREAS, Chapter 6 of the Paonia Municipal Code regulates business licenses, and Chapter 16 regulates zoning; and

WHEREAS, the People of Paonia find that investor-operated short-term rentals have reduced the supply of long-term housing and altered the character of single-family neighborhoods; and

WHEREAS, the People further find that resident homeowners should be free to rent rooms or their dwellings on a short-term basis without fees or permits when they occupy the property as a principal residence; and

WHEREAS, on April 1, 2025 the voters repealed Ordinance 2024-05, thereby re-instating a pre-existing prohibition on rentals of fewer than thirty (30) consecutive days; and

WHEREAS, the People desire to replace that blanket prohibition with a balanced framework that (i) legalizes resident-occupied short-term rentals town-wide, (ii) phases out investor-operated short-term rentals in single-family dwellings, (iii) preserves existing investor rentals in multi-family or mixed-use properties, and (iv) relies on complaint-based enforcement funded by existing sales-tax revenue;

NOW, THEREFORE, BE IT ORDAINED BY THE PEOPLE OF THE TOWN OF PAONIA, COLORADO, that the Paonia Municipal Code is amended by enacting Chapter 6.06 — “Short-Term Rentals,” to read in full as follows:

SECTION 1. TITLE.

This initiated ordinance shall be known and cited as the “**Resident-Occupied & Grandfathered Short-Term Rental Ordinance.**”

SECTION 2. CODE ADOPTION AND NUMBERING

The Paonia Municipal Code is amended by enacting **Chapter 6.06 – Short-Term Rentals**, to read in its entirety as set forth herein. The Town Clerk is authorized to renumber, re-format, and make non-substantive edits as necessary for codification and consistency with existing Code titles.

CHAPTER 6.06 – SHORT-TERM RENTALS

6.06.010 Definitions

For the purposes of this Chapter:

- A. **Short-Term Rental (STR)** means the leasing of a dwelling unit, or any portion thereof, for a period of fewer than thirty (30) consecutive days.
- B. **Principal Residence** means the place a natural person lives for at least one-hundred-eighty-three (183) days within any rolling twelve-month period, **excluding any nights during which the dwelling is occupied by Short-Term Rental guests while the Owner or Long-Term Tenant is absent.** Verified periods of involuntary absence due to active-duty military service, bona fide medical treatment, or other hardship approved in writing by the Town Clerk shall count toward the 183-day threshold.
- C. **Resident-Occupied STR (ROSTR)** means an STR occurring on a lot that contains the Owner's or Long-Term Tenant's Principal Residence.
- D. **Investor STR (ISTR)** means any STR that is not a ROSTR.
- E. **Grandfathered ISTR** means an ISTR that (i) accepted at least one paid STR booking prior to the Effective Date of this Ordinance and (ii) files a Grandfather Registration pursuant to § 6.06.040.
- F. **Owner** means the natural person(s) holding title to the property.
- G. **Long-Term Tenant** means a person who occupies a dwelling unit pursuant to a rental agreement for a term of at least six (6) consecutive months.
- H. **Single-Family Dwelling** has the meaning set forth in the Paonia Land Use Code.

6.06.020 Permitted Use – Resident-Occupied STRs

- A. ROSTRs are permitted by right in every zoning district. **No Special-Use Review or other discretionary land-use approval is required for a Resident-Occupied STR.**
- B. **Use of a Common-Interest Guest Unit by a subdivision or HOA homeowner—or their invited guests—is permitted by right and is *not* considered a Short-Term Rental under this Chapter.**
- C. No license, fee, or ongoing registry is required for a ROSTR.
- D. The Owner or Long-Term Tenant shall retain electronic or physical records sufficient to demonstrate Principal Residence status, including but not limited to PDF utility bills, screenshots of DMV or voter registration, state tax documents, or other government correspondence. A Long-Term Tenant may alternatively provide a signed lease agreement and utility bill in the tenant's name. Principal Residence status and shall produce such records within thirty (30) days of a written Request for Proof issued under § 6.06.060.
- E. The Owner may rent the entire dwelling during periods of absence; provided that the Owner continues to satisfy the 183-day Principal Residence requirement within the same twelve-month period.

6.06.030 Prohibitions – New Investor STRs

A. Commencing on the Effective Date, it shall be unlawful to establish or operate any new ISTR in the Town of Paonia.

6.06.040 Grandfather Registration of Existing Investor STRs

A. **Registration Window.** An ISTR operating prior to the Effective Date may become a Grandfathered ISTR by filing a **Grandfather Registration** with the Town Clerk within ninety (90) calendar days after the Effective Date.

B. **Contents of Registration.** The registration shall be on a Town-supplied form, require no fee, and include:

1. Name and mailing address of the Owner;
2. Street address of the STR unit;
3. Evidence of at least one paid STR booking prior to the Effective Date (e.g., platform screenshot or booking receipt);
4. Evidence of state, county, or Town sales or lodging tax remitted for at least one such booking; and
5. For Single-Family Dwellings, acknowledgment that ISTR use must cease on **30 June 2026** unless converted to a ROSTR.

C. Duration of Grandfathered Status.

1. **Non-Single-Family Dwellings.** A Grandfathered ISTR located in a duplex, multifamily, mixed-use, commercial structure, or accessory dwelling unit may continue STR operations indefinitely, subject to compliance with this Chapter.
2. **Single-Family Dwellings.** A Grandfathered ISTR located in a Single-Family Dwelling may continue STR operations only until **30 June 2026**. Thereafter, ISTR use of a Single-Family Dwelling is prohibited unless the dwelling qualifies as a ROSTR.

D. **Non-Transferability.** Grandfathered status is **personal to the Owner who files the Grandfather Registration**. The status **does not run with the land** and shall **automatically terminate upon any conveyance, transfer, or sale—whether by deed, membership-interest assignment, trust conveyance, or other mechanism—that results in a change of controlling ownership, including transfers to or from a limited liability company, corporation, partnership, or trust in which the registering Owner does not retain a controlling interest**. A successor owner must either (i) qualify for Resident-Occupied STR status under § 6.06.020 or (ii) cease STR operations.

6.06.050 Prohibitions After Sunset Date

A. Beginning **1 June 2026**, any STR use of a Single-Family Dwelling that is not a ROSTR shall be unlawful.

B. If § 6.06.050(A) is adjudged invalid, Single-Family Dwellings may operate only as ROSTRs unless otherwise authorized by subsequent ordinance or vote.

6.06.060 Proof-on-Demand Procedure

A. **Complaint Trigger.** Upon written complaint alleging a violation of this Chapter, the Clerk may issue a Request for Proof to the Owner.

B. Required Proof.

1. **ROSTR:** Two forms of documentation demonstrating Principal Residence (e.g., Colorado driver's license, voter registration, state income-tax return, utility bills).
 2. **Grandfathered ISTR:** A copy of the filed Grandfather Registration.
- C. **Response Deadline.** Proof shall be provided within thirty (30) calendar days of the Request.
- D. Failure to timely provide proof constitutes a violation of this Chapter.

6.06.070 Enforcement and Penalties

A. **Civil Penalty.** Any person who violates this Chapter shall be subject to a civil penalty of not more than **three hundred dollars (\$300) per day** for each day the violation continues.

B. **Misdemeanor.** A second or subsequent violation within any twelve-month period is a Class 2 municipal misdemeanor, punishable as provided in § 1-4-20 of the Town Code.

C. **Lien.** Unpaid civil penalties may be certified as a lien against the property as provided by law.

D. **Administrative Appeal.** An Owner assessed a civil penalty under this Section may file a written appeal with the Municipal Court within thirty (30) days of the date of the Notice of Violation. The penalty is stayed during the pendency of the appeal. The Court shall conduct a de novo hearing and may affirm, modify, or vacate the penalty.

6.06.080 Mandatory Review and Amendment Limitations

A. The Board shall conduct a public review of this Chapter no later than **May 31, 2027**.

B. Any amendment that would: (i) re-impose license fees, (ii) create an ongoing registry for ROSTRs, or (iii) extend the sunset for Single-Family Dwelling ISTRs beyond 30 June 2026 shall require approval by a majority of Paonia voters at a regular or special election.

6.06.090 Severability

If any section, subsection, clause, or phrase of this Chapter is held invalid, such decision shall not affect the validity of the remaining portions of this Chapter.

6.06.100 Effective Date

This Ordinance shall take effect **thirty (30) days** after the date the vote is certified by the Town Clerk (the "Effective Date").

SECTION 3. SEVERABILITY (Entire Ordinance)

The provisions of this Ordinance are severable. If any provision or its application is adjudged invalid, such judgment shall not affect the validity of the remainder.

SECTION 4. EFFECTIVE DATE

Adopted by the Board of Trustees this ____ day of _____ 2025. This Ordinance shall be in full force and effect thirty (30) days after certification of the election results.

INTRODUCED, READ, AND REFERRED FOR PUBLICATION on first reading this ____ day of _____ 2025.

ADOPTED on second and final reading by the Board of Trustees of the Town of Paonia, Colorado, this ____ day of _____ 2025.

Mayor

ATTEST:

Town Clerk

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Summary of Proposed Initiative Ordinance

Shall the Town of Paonia adopt an ordinance creating Chapter 6.06 of the Municipal Code to regulate short-term rentals? The measure would: (1) legalize resident-occupied short-term rentals in all zones without fees, licenses or special-use review, provided the owner or long-term tenant resides on the property at least 183 days each year; (2) require one-time, no-fee registration of existing investor short-term rentals in multi-family or mixed-use buildings and prohibit new investor rentals; (3) allow investor rentals in single-family dwellings only until 1 July 2026; (4) establish complaint-based enforcement, \$300-per-day penalties, a 30-day appeal, and mandatory public review hearing in 2027.

	Signature of Elector	Printed Name	Residence Street Address	City	Zip Code	County	Date Signed
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28							
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37							
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AFFIDAVIT OF CIRCULATOR

I, the undersigned, state and affirm:

1. That I have read and understand the laws governing the circulation of petitions;
2. That I was eighteen years of age or older at the time the section of the petition was circulated and signed by the listed electors;
3. That I circulated the foregoing petition section;
4. That each signature on the foregoing petition section was affixed in my presence;
5. That each signature affixed to the foregoing petition section is the signature of the person whose name it purports to be;
6. That, to the best of my knowledge and belief, each of the persons signing the foregoing petition section was, at the time of signing, a registered elector of the Town of Paonia; and
7. That I have not paid or will not in the future pay and that I believe no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition.

Date this ____ day of _____, 2023.

Signature of Petition Circulator: _____

Printed Name: _____

Residence Address: _____

Municipality: _____

County: _____

State: _____

Acknowledged before me this ____ day of _____, 2023.

Witness my hand and official seal

..

Notary Public

My commission expires_____.



Town of Paonia

Office of the Town Clerk
Samira M Vetter, Town Clerk
214 Grand Ave.
P.O. Box 460
Paonia, CO 81428
O: (970) 527-4101
F: (970) 527-4102

May 21, 2025

RE: Citizen's Initiative Petition

Mr. McCarthy & Mr. Cobb,

Thank you for the printer's proof copy of a Citizen Initiative Petition of "An initiated ordinance of the people of the Town of Paonia, Colorado, establishing rules for resident-occupied Short-Term Rentals...". I have reviewed the form of the petition under Title 31 Article 11 of the Colorado Revised Statutes and currently have the following items to bring to your attention that have caused the rejection of your petition form.

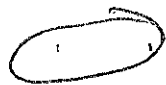
1. CRS 31-11-106 (2): *Each petition section shall designate by name and mailing address two persons who shall represent the proponents thereof in all matters affecting the petition and to whom all notices and or information concerning the petition shall be mailed."*

There are no names or mailing addresses on this petition section.

Thank you,

Samira M Vetter
Paonia Town Clerk

CC:



Clerk took apart to Seom 5/21/2025
Smv
Rerd
V.2



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DO NOT SIGN THIS PETITION UNLESS YOU ARE A REGISTERED ELECTOR AND ELIGIBLE TO VOTE ON THIS MEASURE.

TO BE A REGISTERED ELECTOR, YOU MUST BE A CITIZEN OF COLORADO AND REGISTERED TO VOTE.

Do not sign this petition unless you have read or have had read to you the proposed initiative or referred measure or the summary in its entirety and understand its meaning.

Summary of Proposed Initiative Ordinance

Shall the Town of Paonia adopt an ordinance creating Chapter 6.06 of the Municipal Code to regulate short-term rentals? The measure would: (1) legalize resident-occupied short-term rentals in all zones without fees, licenses or special-use review, provided the owner or long-term tenant resides on the property at least 183 days each year; (2) require one-time, no-fee registration of existing investor short-term rentals in multi-family or mixed-use buildings and prohibit new investor rentals; (3) allow investor rentals in single-family dwellings only until 1 July 2026; (4) establish complaint-based enforcement, \$300-per-day penalties, a 30-day appeal, and mandatory public review hearing in 2027.

The two persons who represent the proponents of this referendum petition in all matters affecting the petition and to whom all notices or information concerning the petition shall be mailed are:

Peter McCarthy, 119 ½ Dorris Ave, Paonia, Colorado 81428

Israel Cobb, 321 Oak Avenue, Paonia, Colorado 81428

Text Of Proposed Initiative

ORDINANCE NO. 2025-__

AN INITIATED ORDINANCE OF THE PEOPLE OF THE TOWN OF PAONIA, COLORADO,
ESTABLISHING RULES FOR RESIDENT-OCCUPIED SHORT-TERM RENTALS,
GRANDFATHERING CERTAIN INVESTOR SHORT-TERM RENTALS, PROHIBITING NEW

INVESTOR SHORT-TERM RENTALS, AND PROVIDING FOR ENFORCEMENT, PENALTIES, AND REVIEW.

WHEREAS, the Town of Paonia is a statutory municipality organized under C.R.S. § 31-1-203; and

WHEREAS, C.R.S. §§ 31-15-101, 31-15-401, 31-15-501, and 31-23-301 grant statutory municipalities corporate, police-power, business-licensing, and land-use authority; and

WHEREAS, Chapter 6 of the Paonia Municipal Code regulates business licenses, and Chapter 16 regulates zoning; and

WHEREAS, the People of Paonia find that investor-operated short-term rentals have reduced the supply of long-term housing and altered the character of single-family neighborhoods; and

WHEREAS, the People further find that resident homeowners should be free to rent rooms or their dwellings on a short-term basis without fees or permits when they occupy the property as a principal residence; and

WHEREAS, on April 1, 2025 the voters repealed Ordinance 2024-05, thereby re-instating a pre-existing prohibition on rentals of fewer than thirty (30) consecutive days; and

WHEREAS, the People desire to replace that blanket prohibition with a balanced framework that (i) legalizes resident-occupied short-term rentals town-wide, (ii) phases out investor-operated short-term rentals in single-family dwellings, (iii) preserves existing investor rentals in multi-family or mixed-use properties, and (iv) relies on complaint-based enforcement funded by existing sales-tax revenue;

NOW, THEREFORE, BE IT ORDAINED BY THE PEOPLE OF THE TOWN OF PAONIA, COLORADO, that the Paonia Municipal Code is amended by enacting Chapter 6.06 — “Short-Term Rentals,” to read in full as follows:

SECTION 1. TITLE.

This initiated ordinance shall be known and cited as the “**Resident-Occupied & Grandfathered Short-Term Rental Ordinance.**”

SECTION 2. CODE ADOPTION AND NUMBERING

The Paonia Municipal Code is amended by enacting **Chapter 6.06 – Short-Term Rentals**, to read in its entirety as set forth herein. The Town Clerk is authorized to renumber, re-format, and make non-substantive edits as necessary for codification and consistency with existing Code titles.

CHAPTER 6.06 – SHORT-TERM RENTALS

6.06.010 Definitions

For the purposes of this Chapter:

- A. **Short-Term Rental (STR)** means the leasing of a dwelling unit, or any portion thereof, for a period of fewer than thirty (30) consecutive days.
- B. **Principal Residence** means the place a natural person lives for at least one-hundred-eighty-three (183) days within any rolling twelve-month period, **excluding any nights during which the dwelling is occupied by Short-Term Rental guests while the Owner or Long-Term Tenant is absent.** Verified periods of involuntary absence due to active-duty military service, bona fide medical treatment, or other hardship approved in writing by the Town Clerk shall count toward the 183-day threshold.
- C. **Resident-Occupied STR (ROSTR)** means an STR occurring on a lot that contains the Owner's or Long-Term Tenant's Principal Residence.
- D. **Investor STR (ISTR)** means any STR that is not a ROSTR.
- E. **Grandfathered ISTR** means an ISTR that (i) accepted at least one paid STR booking prior to the Effective Date of this Ordinance and (ii) files a Grandfather Registration pursuant to §6.06.040.
- F. **Owner** means the natural person(s) holding title to the property.
- G. **Long-Term Tenant** means a person who occupies a dwelling unit pursuant to a rental agreement for a term of at least six (6) consecutive months.
- H. **Single-Family Dwelling** has the meaning set forth in the Paonia Land Use Code.

6.06.020 Permitted Use – Resident-Occupied STRs

- A. ROSTRs are permitted by right in every zoning district. **No Special-Use Review or other discretionary land-use approval is required for a Resident-Occupied STR.**
- B. **Use of a Common-Interest Guest Unit by a subdivision or HOA homeowner—or their invited guests—is permitted by right and is *not* considered a Short-Term Rental under this Chapter.**
- C. No license, fee, or ongoing registry is required for a ROSTR.
- D. The Owner or Long-Term Tenant shall retain electronic or physical records sufficient to demonstrate Principal Residence status, including but not limited to PDF utility bills, screenshots of DMV or voter registration, state tax documents, or other government correspondence. A Long-Term Tenant may alternatively provide a signed lease agreement and utility bill in the tenant's name. Principal Residence status and shall produce such records within thirty (30) days of a written Request for Proof issued under §6.06.060.
- E. The Owner may rent the entire dwelling during periods of absence; provided that the Owner continues to satisfy the 183-day Principal Residence requirement within the same twelve-month period.

6.06.030 Prohibitions – New Investor STRs

A. Commencing on the Effective Date, it shall be unlawful to establish or operate any new ISTR in the Town of Paonia.

6.06.040 Grandfather Registration of Existing Investor STRs

A. **Registration Window.** An ISTR operating prior to the Effective Date may become a Grandfathered ISTR by filing a **Grandfather Registration** with the Town Clerk within ninety (90) calendar days after the Effective Date.

B. **Contents of Registration.** The registration shall be on a Town-supplied form, require no fee, and include:

1. Name and mailing address of the Owner;
2. Street address of the STR unit;
3. Evidence of at least one paid STR booking prior to the Effective Date (e.g., platform screenshot or booking receipt);
4. Evidence of state, county, or Town sales or lodging tax remitted for at least one such booking; and
5. For Single-Family Dwellings, acknowledgment that ISTR use must cease on **30 June 2026** unless converted to a ROSTR.

C. Duration of Grandfathered Status.

1. **Non-Single-Family Dwellings.** A Grandfathered ISTR located in a duplex, multifamily, mixed-use, commercial structure, or accessory dwelling unit may continue STR operations indefinitely, subject to compliance with this Chapter.
2. **Single-Family Dwellings.** A Grandfathered ISTR located in a Single-Family Dwelling may continue STR operations only until **30 June 2026**. Thereafter, ISTR use of a Single-Family Dwelling is prohibited unless the dwelling qualifies as a ROSTR.

D. **Non-Transferability.** Grandfathered status is **personal to the Owner who files the Grandfather Registration**. The status **does not run with the land** and shall **automatically terminate upon any conveyance, transfer, or sale—whether by deed, membership-interest assignment, trust conveyance, or other mechanism—that results in a change of controlling ownership, including transfers to or from a limited liability company, corporation, partnership, or trust in which the registering Owner does not retain a controlling interest**. A successor owner must either (i) qualify for Resident-Occupied STR status under § 6.06.020 or (ii) cease STR operations.

6.06.050 Prohibitions After Sunset Date

A. Beginning **1 June 2026**, any STR use of a Single-Family Dwelling that is not a ROSTR shall be unlawful.

B. If § 6.06.050(A) is adjudged invalid, Single-Family Dwellings may operate only as ROSTRs unless otherwise authorized by subsequent ordinance or vote.

6.06.060 Proof-on-Demand Procedure

A. **Complaint Trigger.** Upon written complaint alleging a violation of this Chapter, the Clerk may issue a Request for Proof to the Owner.

B. Required Proof.

1. **ROSTR:** Two forms of documentation demonstrating Principal Residence (e.g., Colorado driver's license, voter registration, state income-tax return, utility bills).
 2. **Grandfathered ISTR:** A copy of the filed Grandfather Registration.
- C. **Response Deadline.** Proof shall be provided within thirty (30) calendar days of the Request.
- D. Failure to timely provide proof constitutes a violation of this Chapter.

6.06.070 Enforcement and Penalties

- A. **Civil Penalty.** Any person who violates this Chapter shall be subject to a civil penalty of not more than **three hundred dollars (\$300) per day** for each day the violation continues.
- B. **Misdemeanor.** A second or subsequent violation within any twelve-month period is a Class 2 municipal misdemeanor, punishable as provided in § 1-4-20 of the Town Code.
- C. **Lien.** Unpaid civil penalties may be certified as a lien against the property as provided by law.
- D. **Administrative Appeal.** An Owner assessed a civil penalty under this Section may file a written appeal with the Municipal Court within thirty (30) days of the date of the Notice of Violation. The penalty is stayed during the pendency of the appeal. The Court shall conduct a de novo hearing and may affirm, modify, or vacate the penalty.

6.06.080 Mandatory Review and Amendment Limitations

- A. The Board shall conduct a public review of this Chapter no later than **May 31, 2027**.
- B. Any amendment that would: (i) re-impose license fees, (ii) create an ongoing registry for ROSTRs, or (iii) extend the sunset for Single-Family Dwelling ISTRs beyond 30 June 2026 shall require approval by a majority of Paonia voters at a regular or special election.

6.06.090 Severability

If any section, subsection, clause, or phrase of this Chapter is held invalid, such decision shall not affect the validity of the remaining portions of this Chapter.

6.06.100 Effective Date

This Ordinance shall take effect **thirty (30) days** after the date the vote is certified by the Town Clerk (the "Effective Date").

SECTION 3. SEVERABILITY (Entire Ordinance)

The provisions of this Ordinance are severable. If any provision or its application is adjudged invalid, such judgment shall not affect the validity of the remainder.

SECTION 4. EFFECTIVE DATE

Adopted by the Board of Trustees this ____ day of _____, 2025. This Ordinance shall be in full force and effect thirty (30) days after certification of the election results.

INTRODUCED, READ, AND REFERRED FOR PUBLICATION on first reading this ____ day of _____, 2025.

ADOPTED on second and final reading by the Board of Trustees of the Town of Paonia, Colorado, this ____ day of _____, 2025.

Mayor

ATTEST:

Town Clerk

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Summary of Proposed Initiative Ordinance

Shall the Town of Paonia adopt an ordinance creating Chapter 6.06 of the Municipal Code to regulate short-term rentals? The measure would: (1) legalize resident-occupied short-term rentals in all zones without fees, licenses or special-use review, provided the owner or long-term tenant resides on the property at least 183 days each year; (2) require one-time, no-fee registration of existing investor short-term rentals in multi-family or mixed-use buildings and prohibit new investor rentals; (3) allow investor rentals in single-family dwellings only until 1 July 2026; (4) establish complaint-based enforcement, \$300-per-day penalties, a 30-day appeal, and mandatory public review hearing in 2027.

	Signature of Elector	Printed Name	Residence Street Address	City	Zip Code	County	Date Signed
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AFFIDAVIT OF CIRCULATOR

I, the undersigned, state and affirm:

1. That I have read and understand the laws governing the circulation of petitions;
2. That I was eighteen years of age or older at the time the section of the petition was circulated and signed by the listed electors;
3. That I circulated the foregoing petition section;
4. That each signature on the foregoing petition section was affixed in my presence;
5. That each signature affixed to the foregoing petition section is the signature of the person whose name it purports to be;
6. That, to the best of my knowledge and belief, each of the persons signing the foregoing petition section was, at the time of signing, a registered elector of the Town of Paonia; and
7. That I have not paid or will not in the future pay and that I believe no other person has paid or will pay, directly or indirectly, any money or other thing of value to any signer for the purpose of inducing or causing such signer to affix his or her signature to the petition.

Date this ____ day of _____, 2023.

Signature of Petition Circulator: _____

Printed Name: _____

Residence Address: _____

Municipality: _____

County: _____

State: _____

Acknowledged before me this ____ day of _____, 2023.

Witness my hand and official seal

Notary Public

My commission expires _____.



Town of Paonia

Office of the Town Clerk
Samira M Vetter, Town Clerk
214 Grand Ave.
P.O. Box 460
Paonia, CO 81428
O: (970) 527-4101
F: (970) 527-4102

May 28, 2025

RE: Citizen's Initiative Petition

Mr. McCarthy & Mr. Cobb,

Thank you for resubmitting the printer's proof copy of a Citizen Initiative Petition of "An initiated ordinance of the people of the Town of Paonia, Colorado, establishing rules for resident-occupied Short-Term Rentals...", with the form items corrected.

C.R.S. 31-11-106(1) states that "...the clerk may reject a petition or a section of a petition on the grounds that the petition or section of a petition does not propose municipal legislation pursuant to Section 1(9) of Article V of the State Constitution."

After research and discussion with the Town Attorney, I am rejecting your petition on the basis that the Colorado Constitution Article V Section 1 is clear that the initiative and referendum powers are reserved only for acts that are legislative in character and voters are prohibited from exercising administrative or judicial power. Establishment of fees, licensing processes and fees, registration processes and fees and code enforcement are all considered administrative functions of the government and therefore are beyond the scope of voter initiated referendum.

Thank you,

Samira M Vetter
Paonia Town Clerk

CC:

From: Pete McCarthy <petefromsf@gmail.com>
Sent: Wednesday, June 25, 2025 12:13 PM
Subject: Town Clerk's Unlawful Rejection of STR Initiative - Board Intervention Required

You don't often get email from petefromsf@gmail.com. [Learn why this is important](#)

Mayor and Trustees,

I'm writing to you again, though I expect the same silence that greeted my November 18, 2024 formal complaint documenting your Administrator's misconduct. Not one of you—not a single Trustee—had the courtesy or courage to even acknowledge receiving documentation of false statements, statutory violations, and threats by your highest-ranking employee.

Your silence enabled what comes next. The Town Clerk has now unlawfully rejected a citizen initiative petition, continuing the pattern of obstruction you've allowed to flourish through your inaction.

THE CLERK'S LEGAL ERRORS:

1. Fee Elimination Is Legislative The Clerk claims the initiative is administrative because it addresses "fees"—but it ABOLISHES fees for resident-occupied STRs, not establishes them. Deciding whether to collect revenue is legislative policy, not administration.

The Clerk appears not to have read the initiative, claiming it "establishes fees" when it eliminates them.

2. Creating Categories Is Legislative Establishing resident-occupied vs. investor-owned categories is textbook legislative action under Blackwell—it declares policy, creates permanent categories, and applies general rules.

3. Prospective Regulation Is Legislative Phasing out new investor STRs prospectively is legislative under Margolis v. District Court. The Clerk provides no contrary authority.

PATTERN OF SYSTEMATIC OBSTRUCTION

This isn't isolated. It's part of a documented pattern of Town staff blocking public participation and transparency:

Administrator Wynn's Misconduct:

- Bypassed Planning Commission on STR ordinance (violating C.R.S. § 31-23-306)
- Made provably false statements about meeting notifications
- Threatened to withhold statutory duties unless "required by Board"
- Deflected CORA appeals claiming they're "outside my authority"

Clerk Vetter's CORA Violations (Sept 2024):

- Denied access to Microsoft 365 audit logs that would verify Wynn's false claims
- Claimed no "custody or control" over Town's own email system
- Misused C.R.S. § 24-72-203(2)(a) (CFOIC confirmed legally wrong)
- Same logs needed to verify Planning Commission email notifications

Current Initiative Rejection (June 2025):

- Claims ordinance "establishes fees" when it abolishes them

- Ignores Blackwell precedent
- Continues pattern of blocking citizen participation

The Connection: The same Microsoft 365 logs that would prove Wynn's false statements are the ones Vetter refuses to produce. Now she blocks the citizen initiative that would address the STR ordinance Wynn improperly bypassed Planning Commission to enact.

This coordinated obstruction indicates:

- Systematic effort to avoid accountability
- Protection of documented misconduct
- Deliberate circumvention of democratic processes

BOARD ACTION REQUESTED

Why This Matters:

- Legal exposure to Rule 106 challenges
- Clear precedent protecting initiative rights
- 70.4% of voters rejected your STR restrictions—blocking alternatives defies voter mandate
- Your silence on documented misconduct has emboldened further violations

Your Track Record of Inaction:

- November 18, 2024: Formal complaint filed—zero response from any Trustee
- CORA violations reported—silence
- Planning Commission bypass documented—nothing
- False statements by Administrator proven—complete indifference

What You Should Do (But Probably Won't):

1. Actually respond to citizen complaints for once
2. Request the Clerk provide legal justification
3. Hold staff accountable for documented violations
4. Consider whether your silence makes you complicit

THE STAKES

Your response will signal whether Paonia:

- Respects citizen participation or protects staff misconduct
- Follows established law or allows systematic violations
- Takes obligations seriously or treats them as optional
- Learns from documented failures or continues destructive patterns

You received my November 18, 2024 formal complaint documenting Wynn's misconduct—false statements, statutory violations, threats to withhold duties. Not one of you responded. Not one. Your complete silence in the face of documented misconduct speaks volumes.

Now the same obstructionist culture blocks citizen initiatives. Your silence enabled this. Your inaction emboldened it. Your failure to even acknowledge serious allegations against your Administrator created the

environment where staff feel free to violate law without consequence.

This transcends one initiative—it's about whether Paonia will function as a democratic institution subject to law, or as a fiefdom where staff operate without accountability.

All options remain available for addressing this improper denial. I hope Board intervention will make further action unnecessary.

Pete McCarthy

PS. I've contacted local media. Your responses will be noted.

From: [Paige S](#)
To: [Ruben Santiago](#)
Subject: FW: IMMEDIATE PRODUCTION OF RECORDS REGARDING IMPROPER EXECUTIVE SESSION DISCUSSING CITIZEN INITIATIVE
Date: Saturday, June 28, 2025 10:51:31 AM
Attachments: [CORA Records Exec Session.pdf](#)

Hi Ruben,

I only have this email received from Pete McCarthy, the other email he sent at 12:13 pm the same day, and Sam's email to us dated May 28th alerting us to the rejection of Mr. McCarthy's petition.

I have no "sent" emails on this subject since May 28th.

Paige Smith
Mayor, Town of Paonia

Sender and receiver should be mindful that all my incoming and outgoing emails may be subject to the Colorado Open Records Act, § 24-72-100.1, et seq.

From: Pete McCarthy [REDACTED]
Sent: Wednesday, June 25, 2025 5:12 PM
To: Samira V <SamiraV@townofpaonia.com>
Cc: Stefen Wynn <StefenW@townofpaonia.com>
Subject: IMMEDIATE PRODUCTION OF RECORDS REGARDING IMPROPER EXECUTIVE SESSION DISCUSSING CITIZEN INITIATIVE

You don't often get email from [REDACTED] [Learn why this is important](#)

COLORADO OPEN RECORDS ACT REQUEST

DEMAND FOR PRODUCTION OF PUBLIC RECORDS

Dear Ms. Vetter:

Pursuant to the Colorado Open Records Act (CORA), C.R.S. § 24-72-201 et seq., I hereby request immediate access to and copies of the following public records:

RECORDS REQUESTED

1. **The complete audio recording of the executive session held June 10, 2025,** during which the Board discussed "the rejection of an initiative on short-term rentals" as stated in the public motion to enter executive session.
2. **All documents, memoranda, emails, text messages, or other communications**

between any Town Board members, yourself, Town Administrator Winn, and/or Town Attorney regarding:

- The rejection of the citizen initiative petition on May 28, 2025
 - The June 10, 2025 executive session
 - Any discussion of litigation strategy regarding citizen initiatives
 - Time period: May 28, 2025 through present
3. **Any written materials** prepared for, distributed during, or resulting from the June 10, 2025 executive session.
 4. **All legal invoices** from the Town Attorney for services rendered between May 28, 2025 and present that reference citizen initiatives, executive sessions, or short-term rentals.
 5. **All communications with any third parties** (including but not limited to opponents of the initiative, other government entities, or lobbyists) regarding the citizen initiative petition between May 28, 2025 and present.
 6. **All communications sent to, from, or between Town Board members prior to the June 10, 2025 meeting** regarding:
 - The citizen initiative petition on short-term rentals
 - The May 28, 2025 rejection letter
 - The planned executive session discussion
 - Any coordination regarding how to respond to the initiative
 - Time period: May 28, 2025 through June 10, 2025

This request specifically includes but is not limited to emails, text messages, phone records, meeting notes, or any other form of communication that would explain how board members were already familiar with the rejection matter before it was formally presented at the June 10 meeting.

LEGAL BASIS FOR PRODUCTION

The June 10 executive session appears to have violated Colorado Open Meetings Law, thereby waiving any privilege claims:

- The stated purpose was receiving "legal advice" about an initiative rejection that had **already occurred 13 days earlier**
- No legitimate "specific legal questions" remained after the May 28 determination
- Post-decision executive sessions regarding litigation strategy or political responses are **prohibited** (*Guy v. Whitsitt*, 469 P.3d 546 (Colo. App. 2020))
- Post-decision discussions necessarily involve strategic considerations rather than legal

analysis. As the Colorado Supreme Court noted, "the formation of public policy is public business and may not be conducted in secret." C.R.S. § 24-6-401

- When executive sessions are improperly conducted, **recordings become subject to CORA** (*Gumina v. City of Sterling*, 119 P.3d 527 (Colo. App. 2004))

PATTERN OF OBSTRUCTING CITIZEN PARTICIPATION

This request is particularly critical given the Town's concerning pattern of attempting to obstruct citizen participation, including rejecting a clearly legislative petition on questionable grounds, followed by secret discussions about that rejection behind closed doors.

PRESERVATION OF RECORDS

You are hereby notified of your legal obligation to preserve all responsive records. Any destruction of records after receipt of this request constitutes a criminal violation under C.R.S. § 24-72-206.

REGARDING ANTICIPATED IMPROPER DENIALS

I anticipate the Town may attempt to improperly deny this request. Therefore, I preemptively address likely invalid grounds:

1. **"Attorney-Client Privilege"** - Waived by conducting improper executive session (*Gumina*). Moreover, discussions of litigation strategy or political responses are not privileged legal advice.
2. **"Work Product"** - Public records created for/during government meetings are not attorney work product. The executive session recording is a mandatory government record under C.R.S. § 24-6-402(2)(d.5)(II).
3. **"Ongoing Legal Matter"** - Post-hoc litigation concerns cannot retroactively justify withholding records of potentially illegal government conduct.
4. **"Deliberative Process Privilege"** - This privilege is inapplicable to records of illegal government conduct.

INSPECTION AND FEES

I request these records in electronic format via email. Per C.R.S. § 24-72-205, the first hour of research and retrieval time cannot be charged.

Given the **specific date, time, and subject matter identified**, locating these records

should require minimal time. Any claim of extensive research time would suggest deliberate obstruction.

CONFERENCE AVAILABILITY

I will be unavailable from June 28 through August 4, 2025. If you deny any portion of this request, I remain willing to meet after August 4 as required by C.R.S. § 24-72-204(5). **This notice satisfies the conference requirement** and preserves all rights to judicial enforcement.

TIME FOR RESPONSE

Colorado law requires your response within **three working days**. C.R.S. § 24-72-203(3). Given the Town's apparent violation of Open Meetings Law, any delay in production may be viewed as furthering the initial violation.

Time is of the essence as citizen rights to democratic participation are being actively suppressed through procedural manipulation.

Please direct all responses to petefromsf@gmail.com.

I reserve all rights to pursue judicial enforcement, including attorney fees under C.R.S. § 24-72-204(5), and to file complaints with appropriate authorities regarding any Open Meetings Law violations revealed by these records.

Sincerely,

Pete McCarthy

[REDACTED]
[REDACTED]
[REDACTED]

Submitted:

Received by Clerk:

Deadline:

Extension:

Fees:

Fulfilled:



Colorado Open Records Act Request Form

The first hour of research and retrieval is free and you will be charged thereafter at \$33.58/hr in 30 minute increments. You will be contacted before any paid time is incurred with an estimated cost and request a required deposit to continue the records request. Black and white 8.5 x 11 copies will be charged at \$0.25/page

Please read the Town of Paonia's Colorado Open Records Act Public Records Request Policy for more information on submission, response, procedure, and fees.

Please make sure there is at least one current and legible way to contact you for any questions the Town Clerk may have to help in your request.

Name: Peter McCarthy Date: 06/25/2025 Phone: 415-623-9773

Mailing Address (if applicable): 119 1/2 Dorris Ave, Paonia, CO 81428

Email Address (if applicable): petefromsf@gmail.com Physical or PDF: Electronic

This form is for requesting already existing records and does not apply to Criminal Justice Records which must be requested directly from the Paonia Police Department. To facilitate the search, please be as specific as possible in describing the requested document(s).

Number of Copies	Document Name or Detailed Description
1	Complete audio recording of June 10, 2025 executive session re: STR initiative rejection
1	All communications between Board/staff re: May 28, 2025 petition rejection (May 28-present)
1	All materials prepared for/distributed during June 10, 2025 executive session
1	Legal invoices May 28-present mentioning citizen initiatives/executive sessions/STRs
1	All third-party communications re: citizen initiative petition (May 28-present)
1	All Board member communications prior to June 10 meeting re: STR initiative/rejection
1	SEE ATTACHED DETAILED REQUEST LETTER FOR COMPLETE SPECIFICATIONS

C.R.S. 24-72-201 to 24-72-309

Note: The Town Clerk will deem the request received on the next business day after submittal.

CORA Records Request Form Rev: March 12, 2025



Town of Paonia

Office of the Town Clerk

214 Grand Ave.

P.O. Box 460

Paonia, CO 81428

O: (970) 527-4101

F: (970) 527-4102

July 1, 2025

RE: Town of Paonia – Colorado Open Records Request 2025-21

I am in receipt of your request for records under CORA, received by the Clerk's Office on June 27, 2025 for "Immediate production of records regarding improper executive session discussing citizen initiative", which included the below.

1. Complete audio recording of June 10, 2025 executive session re: STR initiative rejection

The town denies your request for materials prepared for/distributed during the executive session in accordance with the exception to inspection of public records outlined in C.R.S. § 24-6-402(4)(b) - Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions. C.R.S. § 24-6-402 et seq. states in pertinent part that "no portion of the record of an executive session of a state public body shall be open for public inspection or subject to discovery in any administrative or judicial proceeding, except upon the consent of the state public body or as provided in sub-subparagraph (C) of this subparagraph (I) and section 24-72-204 (5.5)."

2. All communications between Board/staff re: May 28, 2025 petition rejection (May 28-present)

Attached are the emails identified; however, duplicate emails were not included.

- a. 20250513 - 0247 Email Notice of Intent.pdf
- b. 20250513 Notice of Intent.pdf
- c. 20250528 Email of Rejection.pdf
- d. 20250528 Initiative Petition v.2 Rejection.pdf
- e. 20250528 Samira Email Re Petition v2 Rejection.pdf
- f. 20250625 - 0754 Email_Redacted.pdf
- g. 20250625 - 0812 Email_Redacted.pdf
- h. 20250625-1311 Email_Redacted.pdf
- i. 20250627-0428 Email_Redacted.pdf
- j. 20250628 Mayor Smith Response of Items Requested for Cora_Redacted.pdf

3. All materials prepared for/distributed during June 10, 2025 executive session

The town denies your request for materials prepared for/distributed during the executive session in accordance with the exception to inspection of public records outlined in C.R.S. § 24-6-402(4)(b) - Conferences with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions. C.R.S. § 24-6-402 et seq. states in pertinent part that "no portion of the record of an executive session of a state public body shall be open

CC:

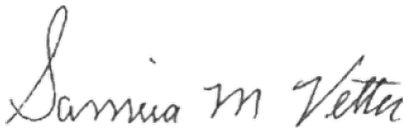
for public inspection or subject to discovery in any administrative or judicial proceeding, except upon the consent of the state public body or as provided in sub-subparagraph (C) of this subparagraph (I) and section 24-72-204 (5.5).”

4. **Legal invoices May 28-present mentioning citizen initiatives/executive sessions/STRs**
No such record exists, Town Attorney is a salaried employee of the Town.

5. **All third-party communications re: citizen initiative petition (May 28-present)**
One 3rd party document identified, which is available on the Paonia website:
<https://library.municode.com/co/paonia/munidocs/munidocs?nodeId=81c9f2b20786e>

6. **All Board member communications prior to June 10 meeting re: STR initiative/rejection**
The documents already provided fulfill this request.

Thank you,



Samira M. Vetter, Town Clerk
Official Custodian of Records
Town of Paonia
E: SamiraV@TownofPaonia.com

CC:

Submitted: 06/25/2025 5:12PM

Received by Clerk: 06/26/2025

Deadline: 07/01/2025

Extension:

Fees: \$ 0.00

Fulfilled: 07/01/2025



Colorado Open Records Act Request Form

The first hour of research and retrieval is free and you will be charged thereafter at \$33.58/hr in 30 minute increments. You will be contacted before any paid time is incurred with an estimated cost and request a required deposit to continue the records request. Black and white 8.5 x 11 copies will be charged at \$0.25/page

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Please make sure there is at least one current and legible way to contact you for any questions the Town Clerk may have to help in your request.

Name: Peter McCarthy Date: 06/25/2025 Phone: 415-623-9773

Mailing Address (if applicable): 119 1/2 Dorris Ave, Paonia, CO 81428

Email Address (if applicable): petefromsf@gmail.com Physical or PDF: Electronic

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1	SEE ATTACHED DETAILED REQUEST LETTER FOR COMPLETE SPECIFICATIONS

C.R.S. 24-72-201 to 24-72-309

Note: The Town Clerk will deem the request received on the next business day after submittal.

CORA Records Request Form Rev: March 12, 2025

Ruben Santiago

From: Samira V
Sent: Tuesday, May 13, 2025 2:47 PM
To: Stefen Wynn
Cc: Ruben Santiago
Subject: Notice of Intent to Circulate a Petition
Attachments: 20250513 Notice of Intent.pdf

Honorable Mayor and Board of Trustees,

Please see the attached Notice of Intent to Circulate Initiative Petition that I received today 5.13.2025.

At this time there is no action to be take on our side other than me letting Delta County Elections know so it is on their radar (done), requesting voter lookup access for myself from the Secretary of States office (done) and contacting our Town Attorney (done).

Citizens Initiatives run the opposite way from Referendum Petitions and have different timelines attached.

Right now, the Notice of Intent is just that. Now the sponsors, Mr. McCarthy & Mr. Cobb have 180 days to bring me a sufficient petition. If they do that then it will come to you as a Board to either adopt it or send it to Special Election. The very next step is they must bring me their proposed petition so I can approve of its form.

I will keep you posted as there are quite a few more steps that happen with a Citizens Initiative. Of course, you can always brush up on C.R.S. Title 31 Article 11. I am also happy to talk through the process with any of you though I would rather do something big like that not publicly 😊

Thank you,
Sam



Samira M. Vetter
Paonia Town Clerk/ Human Resources
P : (970) 527-4101
M: (970) 742-4658
E : SamiraV@TownofPaonia.com
214 Grand Ave.
PO Box 460
Paonia, CO 81428
<https://townofpaonia.colorado.gov>

 [Book time to meet with me](#)

“The measure of who we are is what we do with what we have.” – **Vince Lombardi**

Sender and receiver should be mindful that all my incoming and outgoing emails may be subject to the Colorado Open Records Act, § 24-72-100.1, et seq.

NOTICE OF INTENT TO CIRCULATE INITIATIVE PETITION

(C.R.S. § 31-11-104(1) – Town of Paonia, Colorado)

Date: May 13, 2025

To: Town Clerk, Town of Paonia

Town Hall, 214 Grand Ave., Paonia, CO 81428

Pursuant to C.R.S. § 31-11-104, the undersigned registered electors of the Town of Paonia hereby give Notice of Intent to circulate an initiative petition proposing the adoption of an ordinance entitled:

“Resident-Occupied & Grandfathered Short-Term Rental Ordinance.”

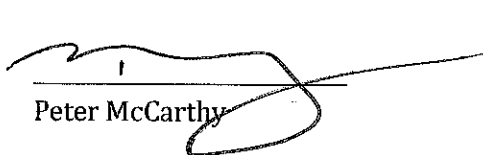
The full text of the proposed ordinance is attached hereto and incorporated by reference.

Petition representatives

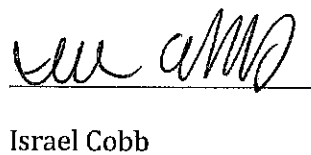
All notices concerning this petition may be mailed or delivered to the persons listed below:

#	Name	Mailing address
1	Peter McCarthy	119 ½ Dorris Ave Paonia, CO 81428
2	Israel Cobb	321 Oak Avenue Paonia, CO 81428

Respectfully submitted,


Peter McCarthy

[Rep #1 signature]


Israel Cobb

[Rep #2 signature]

Attachments:

1. Full text of proposed “Resident-Occupied & Grandfathered STR Ordinance” (6 pp).

ORDINANCE NO. 2025-__

AN INITIATED ORDINANCE OF THE PEOPLE OF THE TOWN OF PAONIA, COLORADO,
ESTABLISHING RULES FOR RESIDENT-OCCUPIED SHORT-TERM RENTALS,
GRANDFATHERING CERTAIN INVESTOR SHORT-TERM RENTALS, PROHIBITING NEW
INVESTOR SHORT-TERM RENTALS, AND PROVIDING FOR ENFORCEMENT, PENALTIES,
AND REVIEW.

TABLE OF CONTENTS

1. Authority
 2. Findings and Purpose
 3. Title of Ordinance
 4. Code Adoption and Numbering
 5. Definitions
 6. Permitted Uses
 7. Grandfather Registration of Investor STRs
 8. Prohibitions
 9. Proof-on-Demand Procedure
 10. Enforcement and Penalties
 11. Mandatory Review and Amendment Limitations
 12. Severability
 13. Effective Date
-

WHEREAS, the Town of Paonia is a statutory municipality organized under C.R.S. § 31-1-203;
and

WHEREAS, C.R.S. §§ 31-15-101, 31-15-401, 31-15-501, and 31-23-301 grant statutory
municipalities corporate, police-power, business-licensing, and land-use authority; and

WHEREAS, Chapter 6 of the Paonia Municipal Code regulates business licenses, and Chapter
16 regulates zoning; and

WHEREAS, the People of Paonia find that investor-operated short-term rentals have reduced the supply of long-term housing and altered the character of single-family neighborhoods; and

WHEREAS, the People further find that resident homeowners should be free to rent rooms or their dwellings on a short-term basis without fees or permits when they occupy the property as a principal residence; and

WHEREAS, on April 1, 2025 the voters repealed Ordinance 2024-05, thereby re-instating a pre-existing prohibition on rentals of fewer than thirty (30) consecutive days; and

WHEREAS, the People desire to replace that blanket prohibition with a balanced framework that (i) legalizes resident-occupied short-term rentals town-wide, (ii) phases out investor-operated short-term rentals in single-family dwellings, (iii) preserves existing investor rentals in multi-family or mixed-use properties, and (iv) relies on complaint-based enforcement funded by existing sales-tax revenue;

NOW, THEREFORE, BE IT ORDAINED BY THE PEOPLE OF THE TOWN OF PAONIA, COLORADO, that the Paonia Municipal Code is amended by enacting Chapter 6.06 — “Short-Term Rentals,” to read in full as follows:

SECTION 1. TITLE.

This initiated ordinance shall be known and cited as the “**Resident-Occupied & Grandfathered Short-Term Rental Ordinance.**”

SECTION 2. CODE ADOPTION AND NUMBERING

The Paonia Municipal Code is amended by enacting **Chapter 6.06 – Short-Term Rentals**, to read in its entirety as set forth herein. The Town Clerk is authorized to renumber, re-format, and make non-substantive edits as necessary for codification and consistency with existing Code titles.

CHAPTER 6.06 – SHORT-TERM RENTALS

6.06.010 Definitions

For the purposes of this Chapter:

A. **Short-Term Rental (STR)** means the leasing of a dwelling unit, or any portion thereof, for a period of fewer than thirty (30) consecutive days.

B. **Principal Residence** means the place a natural person lives for at least one-hundred-eighty-three (183) days within any rolling twelve-month period, **excluding any nights during which the dwelling is occupied by Short-Term Rental guests while the Owner or Long-Term Tenant is absent.** Verified periods of involuntary absence due to

active-duty military service, bona fide medical treatment, or other hardship approved in writing by the Town Clerk shall count toward the 183-day threshold.

C. **Resident-Occupied STR (ROSTR)** means an STR occurring on a lot that contains the Owner's or Long-Term Tenant's Principal Residence.

D. **Investor STR (ISTR)** means any STR that is not a ROSTR.

E. **Grandfathered ISTR** means an ISTR that (i) accepted at least one paid STR booking prior to the Effective Date of this Ordinance and (ii) files a Grandfather Registration pursuant to §6.06.040.

F. **Owner** means the natural person(s) holding title to the property.

G. **Long-Term Tenant** means a person who occupies a dwelling unit pursuant to a rental agreement for a term of at least six (6) consecutive months.

H. **Single-Family Dwelling** has the meaning set forth in the Paonia Land Use Code.

6.06.020 Permitted Use – Resident-Occupied STRs

A. ROSTRs are permitted by right in every zoning district. **No Special-Use Review or other discretionary land-use approval is required for a Resident-Occupied STR.**

B. **Use of a Common-Interest Guest Unit by a subdivision or HOA homeowner—or their invited guests—is permitted by right and is *not* considered a Short-Term Rental under this Chapter.**

C. No license, fee, or ongoing registry is required for a ROSTR.

D. The Owner or Long-Term Tenant shall retain electronic or physical records sufficient to demonstrate Principal Residence status, including but not limited to PDF utility bills, screenshots of DMV or voter registration, state tax documents, or other government correspondence. A Long-Term Tenant may alternatively provide a signed lease agreement and utility bill in the tenant's name. Principal Residence status and shall produce such records within thirty (30) days of a written Request for Proof issued under §6.06.060.

E. The Owner may rent the entire dwelling during periods of absence; provided that the Owner continues to satisfy the 183-day Principal Residence requirement within the same twelve-month period.

6.06.030 Prohibitions – New Investor STRs

A. Commencing on the Effective Date, it shall be unlawful to establish or operate any new ISTR in the Town of Paonia.

6.06.040 Grandfather Registration of Existing Investor STRs

A. **Registration Window.** An ISTR operating prior to the Effective Date may become a Grandfathered ISTR by filing a **Grandfather Registration** with the Town Clerk within ninety (90) calendar days after the Effective Date.

B. **Contents of Registration.** The registration shall be on a Town-supplied form, require no fee, and include:

1. Name and mailing address of the Owner;
2. Street address of the STR unit;
3. Evidence of at least one paid STR booking prior to the Effective Date (e.g., platform screenshot or booking receipt);
4. Evidence of state, county, or Town sales or lodging tax remitted for at least one such booking; and
5. For Single-Family Dwellings, acknowledgment that ISTR use must cease on **30 June 2026** unless converted to a ROSTR.

C. Duration of Grandfathered Status.

1. **Non-Single-Family Dwellings.** A Grandfathered ISTR located in a duplex, multifamily, mixed-use, commercial structure, or accessory dwelling unit may continue STR operations indefinitely, subject to compliance with this Chapter.
2. **Single-Family Dwellings.** A Grandfathered ISTR located in a Single-Family Dwelling may continue STR operations only until **30 June 2026**. Thereafter, ISTR use of a Single-Family Dwelling is prohibited unless the dwelling qualifies as a ROSTR.

D. Non-Transferability. Grandfathered status is **personal to the Owner who files the Grandfather Registration**. The status **does not run with the land** and shall **automatically terminate upon any conveyance, transfer, or sale—whether by deed, membership-interest assignment, trust conveyance, or other mechanism—that results in a change of controlling ownership, including transfers to or from a limited liability company, corporation, partnership, or trust in which the registering Owner does not retain a controlling interest**. A successor owner must either (i) qualify for Resident-Occupied STR status under § 6.06.020 or (ii) cease STR operations.

6.06.050 Prohibitions After Sunset Date

A. Beginning **1 June 2026**, any STR use of a Single-Family Dwelling that is not a ROSTR shall be unlawful.

B. *If § 6.06.050(A) is adjudged invalid, Single-Family Dwellings may operate only as ROSTRs unless otherwise authorized by subsequent ordinance or vote.*

6.06.060 Proof-on-Demand Procedure

A. **Complaint Trigger.** Upon written complaint alleging a violation of this Chapter, the Clerk may issue a Request for Proof to the Owner.

B. Required Proof.

1. **ROSTR:** Two forms of documentation demonstrating Principal Residence (e.g., Colorado driver's license, voter registration, state income-tax return, utility bills).
2. **Grandfathered ISTR:** A copy of the filed Grandfather Registration.

C. **Response Deadline.** Proof shall be provided within thirty (30) calendar days of the

Request.

D. Failure to timely provide proof constitutes a violation of this Chapter.

6.06.070 Enforcement and Penalties

A. **Civil Penalty.** Any person who violates this Chapter shall be subject to a civil penalty of not more than **three hundred dollars (\$300) per day** for each day the violation continues.

B. **Misdemeanor.** A second or subsequent violation within any twelve-month period is a Class 2 municipal misdemeanor, punishable as provided in § 1-4-20 of the Town Code.

C. **Lien.** Unpaid civil penalties may be certified as a lien against the property as provided by law.

D. **Administrative Appeal.** An Owner assessed a civil penalty under this Section may file a written appeal with the Municipal Court within thirty (30) days of the date of the Notice of Violation. The penalty is stayed during the pendency of the appeal. The Court shall conduct a de novo hearing and may affirm, modify, or vacate the penalty.

6.06.080 Mandatory Review and Amendment Limitations

A. The Board shall conduct a public review of this Chapter no later than **May 31, 2027**.

B. Any amendment that would: (i) re-impose license fees, (ii) create an ongoing registry for ROSTRs, or (iii) extend the sunset for Single-Family Dwelling ISTRs beyond 30 June 2026 shall require approval by a majority of Paonia voters at a regular or special election.

6.06.090 Severability

If any section, subsection, clause, or phrase of this Chapter is held invalid, such decision shall not affect the validity of the remaining portions of this Chapter.

6.06.100 Effective Date

This Ordinance shall take effect **thirty (30) days** after the date the vote is certified by the Town Clerk (the "Effective Date").

SECTION 3. SEVERABILITY (Entire Ordinance)

The provisions of this Ordinance are severable. If any provision or its application is adjudged invalid, such judgment shall not affect the validity of the remainder.

SECTION 4. EFFECTIVE DATE

Adopted by the Board of Trustees this ___ day of _____ 2025. This Ordinance shall be in full force and effect thirty (30) days after certification of the election results.

INTRODUCED, READ, AND REFERRED FOR PUBLICATION on first reading this ____ day of
____ 2025.

ADOPTED on second and final reading by the Board of Trustees of the Town of Paonia,
Colorado, this ____ day of ____ 2025.

Mayor

ATTEST:

Town Clerk



Town of Paonia

Office of the Town Clerk
Samira M Vetter, Town Clerk
214 Grand Ave.
P.O. Box 460
Paonia, CO 81428
O: (970) 527-4101
F: (970) 527-4102

May 28, 2025

RE: Citizen's Initiative Petition

Mr. McCarthy & Mr. Cobb,

Thank you for resubmitting the printer's proof copy of a Citizen Initiative Petition of "An initiated ordinance of the people of the Town of Paonia, Colorado, establishing rules for resident-occupied Short-Term Rentals...", with the form items corrected.

C.R.S. 31-11-106(1) states that "...the clerk may reject a petition or a section of a petition on the grounds that the petition or section of a petition does not propose municipal legislation pursuant to Section 1(9) of Article V of the State Constitution."

After research and discussion with the Town Attorney, I am rejecting your petition on the basis that the Colorado Constitution Article V Section 1 is clear that the initiative and referendum powers are reserved only for acts that are legislative in character and voters are prohibited from exercising administrative or judicial power. Establishment of fees, licensing processes and fees, registration processes and fees and code enforcement are all considered administrative functions of the government and therefore are beyond the scope of voter initiated referendum.

Thank you,

Samira M Vetter
Paonia Town Clerk

CC:

Ruben Santiago

From: Samira V
Sent: Wednesday, May 28, 2025 3:21 PM
To: Stefen Wynn
Subject: Citizens Initiative Petition
Attachments: 20250528 Initiative Petition v.2 Rejection.pdf

Please see the attached rejection of the Citizens Initiative Petition. Attorney Buchner has requested an agenda item on the June 10, 2025 meeting on this subject.

Thank you,
Sam



Samira M. Vetter

Paonia Town Clerk/ Human Resources

P : (970) 527-4101

M: (970) 742-4658

E : SamiraV@TownofPaonia.com

214 Grand Ave.

PO Box 460

Paonia, CO 81428

<https://townofpaonia.colorado.gov>



[Book time to meet with me](#)

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Demand for Legal Justification of STR Initiative Rejection

@ 10 y

Account : samirav@townofpaonia.com
From : **Pete McCarthy,** [REDACTED]
To : samirav@townofpaonia.com
Receipt Date : 25 Jun 2025 07:54
Archive ID : EF85E1001D77CB6A6825D11D83EEA63A

Folder :  **Inbox**

Tags : [+ Add New Tag](#)

Ms. Vetter,

I'm writing to demand a detailed legal justification for your June 25, 2025 rejection of the citizen initiative petition concerning resident-occupied and grandfathered STR ordinances. Your determination that this initiative is "administrative" rather than "legislative" is legally incorrect.

SPECIFIC LEGAL ERRORS REQUIRING YOUR RESPONSE:

1. Fee ELIMINATION vs. Administration

You claim the initiative is administrative because it addresses "fees." However, the initiative ABOLISHES fees for resident-occupied STRs. How is eliminating fees administrative rather than legislative? Please cite any Colorado case supporting this position.

2. The Blackwell Test

The initiative creates new regulatory categories and grandfather provisions that satisfy all three Blackwell tests:

- Creates permanent categories (Permanence Test)
- Declares policy favoring residents over investors (Policy Test)
- Applies uniformly to entire classes (General Rule Test)

Please explain how these provisions fail the Blackwell test.

3. Prospective Prohibition

The initiative phases out new investor STRs prospectively. *Margolis v. District Court* held that prospective regulatory changes are legislative. What authority supports your contrary position?

4. Your Misreading

You claim the initiative "establishes fees" when it explicitly ABOLISHES them. Did you actually read the initiative before rejecting it?

PATTERN OF OBSTRUCTION

This follows your documented pattern of using incorrect legal interpretations to block public access and participation:

- CORA Violations (Sept 2024): You denied access to Microsoft 365 audit logs claiming they weren't in Town "custody or control" - even though the Town owns the system. CFOIC Director Jeff Roberts confirmed your use of C.R.S. § 24-72-203(2) (a) as a denial basis was legally incorrect.
- Ignoring Court Precedent: You've repeatedly ignored Colorado Court of Appeals rulings requiring disclosure of records accessible through third-party contracts.
- Initiative Misreading: Now claiming an ordinance that ABOLISHES fees somehow "establishes" them.

This pattern suggests either fundamental incompetence or deliberate obstruction of public rights.

REQUIRED RESPONSE

Please provide:

- Point-by-point responses to the above questions with case citations
- Written analysis applying the Blackwell test
- Explanation of how fee elimination equals fee establishment
- Confirmation you read the initiative

CONSEQUENCES

If you cannot legally justify your rejection, be aware that:

Your decision is vulnerable to Rule 106 challenge
Courts protect citizen initiative rights
Incorrect determinations may result in fee awards
Continued obstruction will be documented

PRESERVATION NOTICE

Preserve all documents and communications regarding this initiative rejection.

The 70.4% of Paonia voters who rejected the Board's restrictive STR ordinance deserve the opportunity to consider citizen alternatives. I await your substantive legal response.

All options remain open for addressing this improper denial of citizen rights.

Pete McCarthy

"C 2025-21 MCCARTHY" are being added to selected email(s). Please note that adding tag(s) will take some time.

©2025 Phonz+



Town Clerk's Unlawful Rejection of STR Initiative - Board Intervention Required

10 y

Account : mikeh@townofpaonia.com

From : Pete McCarthy, [REDACTED]

To : undisclosed-recipients;

BCC : [REDACTED]

Receipt Date : 25 Jun 2025 08:12

Archive ID : 71D7DD8D5715A33E0D57C6F01551B67A

Folder : Inbox

Tags : [+ Add New Tag](#)

You don't often get email from [REDACTED] [learn why this is important](#)

Mayor and Trustees,

I'm writing to you again, though I expect the same silence that greeted my November 18, 2024 formal complaint documenting your Administrator's misconduct. Not one of you not a single Trustee had the courtesy or courage to even acknowledge receiving documentation of false statements, statutory violations, and threats by your highest-ranking employee.

Your silence enabled what comes next. The Town Clerk has now unlawfully rejected a citizen initiative petition, continuing the pattern of obstruction you've allowed to flourish through your inaction.

THE CLERK'S LEGAL ERRORS:

1. Fee Elimination Is Legislative The Clerk claims the initiative is administrative because it addresses "fees" but it ABOLISHES fees for resident-occupied STRs, not establishes them. Deciding whether to collect revenue is legislative policy, not administration.

The Clerk appears not to have read the initiative, claiming it "establishes fees" when it eliminates them.

2. Creating Categories Is Legislative Establishing resident-occupied vs. investor-owned categories is textbook legislative action under Blackwell it declares policy, creates permanent categories, and applies general rules.

3. Prospective Regulation Is Legislative Phasing out new investor STRs prospectively is legislative under Margolis v. District Court. The Clerk provides no contrary authority.

PATTERN OF SYSTEMATIC OBSTRUCTION

This isn't isolated. It's part of a documented pattern of Town staff blocking public participation and transparency:

Administrator Wynn's Misconduct:

Bypassed Planning Commission on STR ordinance (violating C.R.S. 31-23-306)

Made provably false statements about meeting notifications

Threatened to withhold statutory duties unless "required by Board"

Deflected CORA appeals claiming they're "outside my authority"

Clerk Vetter's CORA Violations (Sept 2024):

Denied access to Microsoft 365 audit logs that would verify Wynn's false claims

Claimed no "custody or control" over Town's own email system

Misused C.R.S. 24-72-203(2)(a) (CFOIC confirmed legally wrong)

Same logs needed to verify Planning Commission email notifications

Current Initiative Rejection (June 2025):

Claims ordinance "establishes fees" when it abolishes them

Ignores Blackwell precedent

Continues pattern of blocking citizen participation

The Connection: The same Microsoft 365 logs that would prove Wynn's false statements are the ones Vetter refuses to produce. ▲
Now she blocks the citizen initiative that would address the STR ordinance Wynn improperly bypassed Planning Commission to enact.

This coordinated obstruction indicates:

- Systematic effort to avoid accountability
- Protection of documented misconduct
- Deliberate circumvention of democratic processes

BOARD ACTION REQUESTED

Why This Matters:

- Legal exposure to Rule 106 challenges
- Clear precedent protecting initiative rights
- 70.4% of voters rejected your STR restrictions♦♦♦blocking alternatives defies voter mandate
- Your silence on documented misconduct has emboldened further violations

Your Track Record of Inaction:

- November 18, 2024: Formal complaint filed♦♦♦zero response from any Trustee
- CORA violations reported♦♦♦silence
- Planning Commission bypass documented♦♦♦nothing
- False statements by Administrator proven♦♦♦complete indifference

What You Should Do (But Probably Won't):

1. Actually respond to citizen complaints for once
2. Request the Clerk provide legal justification
3. Hold staff accountable for documented violations
4. Consider whether your silence makes you complicit

THE STAKES

Your response will signal whether Paonia:

- Respects citizen participation or protects staff misconduct
- Follows established law or allows systematic violations
- Takes obligations seriously or treats them as optional
- Learns from documented failures or continues destructive patterns

You received my November 18, 2024 formal complaint documenting Wynn's misconduct♦♦♦false statements, statutory violations, threats to withhold duties. Not one of you responded. Not one. Your complete silence in the face of documented misconduct speaks volumes.

Now the same obstructionist culture blocks citizen initiatives. Your silence enabled this. Your inaction emboldened it. Your failure to even acknowledge serious allegations against your Administrator created the environment where staff feel free to violate law without consequence.

This transcends one initiative♦♦♦it's about whether Paonia will function as a democratic institution subject to law, or as a fiefdom where staff operate without accountability.

All options remain available for addressing this improper denial. I hope Board intervention will make further action unnecessary.

Pete McCarthy

PS. I've contacted local media. Your responses will be noted.



IMMEDIATE PRODUCTION OF RECORDS REGARDING IMPROPER EXECUTIVE SESSION DISCUSSING CITIZEN INITIATIVE

10 y

Account : johnv@townofpaonia.com
 From : Pete McCarthy, [REDACTED]
 To : samirav@townofpaonia.com
 CC : StefenW@townofpaonia.com
 BCC : [REDACTED]
 Receipt Date : 25 Jun 2025 13:11
 Archive ID : CC80AEF7B782DF73885E4D18B7E01E06

Folder : Inbox

Tags : [+ Add New Tag](#)

You don't often get email from [REDACTED] [Learn why this is important](#)

COLORADO OPEN RECORDS ACT REQUEST DEMAND FOR PRODUCTION OF PUBLIC RECORDS

Dear Ms. Vetter:

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1. The complete audio recording of the executive session held June 10, 2025, during which the Board discussed "the rejection of an initiative on short-term rentals" as stated in the public motion to enter executive session.
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 - The rejection of the citizen initiative petition on May 28, 2025
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 - Any discussion of litigation strategy regarding citizen initiatives
 - Time period: May 28, 2025 through present
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 - The planned executive session discussion
 - Any coordination regarding how to respond to the initiative
 - Time period: May 28, 2025 through June 10, 2025

This request specifically includes but is not limited to emails, text messages, phone records, meeting notes, or any other form of communication that would explain how board members were already familiar with the rejection matter before it was formally presented at the June 10 meeting.

LEGAL BASIS FOR PRODUCTION

The June 10 executive session appears to have violated Colorado Open Meetings Law, thereby waiving any privilege claims:

The stated purpose was receiving "legal advice" about an initiative rejection that had already occurred 13 days earlier
 No legitimate "specific legal questions" remained after the May 28 determination

Post-decision executive sessions regarding litigation strategy or political responses are prohibited (*Guy v. Whitsitt*, 469 P.3d 546 (Colo. App. 2020))

Post-decision discussions necessarily involve strategic considerations rather than legal analysis. As the Colorado Supreme Court noted, "the formation of public policy is public business and may not be conducted in secret." C.R.S. § 24-6-401
When executive sessions are improperly conducted, recordings become subject to CORA (*Gumina v. City of Sterling*, 119 P.3d 527 (Colo. App. 2004))

PATTERN OF OBSTRUCTING CITIZEN PARTICIPATION

This request is particularly critical given the Town's concerning pattern of attempting to obstruct citizen participation, including rejecting a clearly legislative petition on questionable grounds, followed by secret discussions about that rejection behind closed doors.

PRESERVATION OF RECORDS

You are hereby notified of your legal obligation to preserve all responsive records. Any destruction of records after receipt of this request constitutes a criminal violation under C.R.S. § 24-72-206.

REGARDING ANTICIPATED IMPROPER DENIALS

I anticipate the Town may attempt to improperly deny this request. Therefore, I preemptively address likely invalid grounds:

1. "Attorney-Client Privilege" - Waived by conducting improper executive session (*Gumina*). Moreover, discussions of litigation strategy or political responses are not privileged legal advice.
2. "Work Product" - Public records created for/during government meetings are not attorney work product. The executive session recording is a mandatory government record under C.R.S. § 24-6-402(2)(d.5)(II).
3. "Ongoing Legal Matter" - Post-hoc litigation concerns cannot retroactively justify withholding records of potentially illegal government conduct.
4. "Deliberative Process Privilege" - This privilege is inapplicable to records of illegal government conduct.

INSPECTION AND FEES

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CONFERENCE AVAILABILITY

I will be unavailable from June 28 through August 4, 2025. If you deny any portion of this request, I remain willing to meet after August 4 as required by C.R.S. § 24-72-204(5).

This notice satisfies the conference requirement and preserves all rights to judicial enforcement.

TIME FOR RESPONSE

Colorado law requires your response within three working days. C.R.S. § 24-72-203(3). Given the Town's apparent violation of Open Meetings Law, any delay in production may be viewed as furthering the initial violation.

Time is of the essence as citizen rights to democratic participation are being actively suppressed through procedural manipulation.

Please direct all responses to
petefromsf@gmail.com.

I reserve all rights to pursue judicial enforcement, including attorney fees under C.R.S. § 24-72-204(5), and to file complaints with appropriate authorities regarding any Open Meetings Law violations revealed by these records.

Sincerely,

Pete McCarthy

119 1/2 Dorris Ave

415-632-9773

petefromsf@gmail.com

Attachment(s)

 CORA Records E...





FW: IMMEDIATE PRODUCTION OF RECORDS REGARDING IMPROPER EXECUTIVE SESSION DISCUSSING CITIZEN INITIATIVE

10 y

Account : rubens@townofpaonia.com
 From : **Stefen Wynn**, <StefenW@townofpaonia.com>
 To : RubenS@townofpaonia.com
 CC : paonia@townofpaonia.com
 Receipt Date : 27 Jun 2025 04:28
 Archive ID : 4D716CA7D6977A9A164A1D3D0C6C169A

Folder : **Inbox**

Tags : [+ Add New Tag](#)

From: Pete McCarthy

Sent: Wednesday, June 25, 2025 5:12 PM

To: Samira V <SamiraV@townofpaonia.com>

Cc: Stefen Wynn <StefenW@townofpaonia.com>

Subject: IMMEDIATE PRODUCTION OF RECORDS REGARDING IMPROPER EXECUTIVE SESSION DISCUSSING CITIZEN INITIATIVE

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Any coordination regarding how to respond to the initiative

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415-632-9773

petefromsf@gmail.com

Attachment(s)

 [CORA Records E...](#)

From: [Paige S](#)
To: [Ruben Santiago](#)
Subject: FW: IMMEDIATE PRODUCTION OF RECORDS REGARDING IMPROPER EXECUTIVE SESSION DISCUSSING CITIZEN INITIATIVE
Date: Saturday, June 28, 2025 10:51:31 AM
Attachments: [CORA Records Exec Session.pdf](#)

Hi Ruben,

I only have this email received from Pete McCarthy, the other email he sent at 12:13 pm the same day, and Sam's email to us dated May 28th alerting us to the rejection of Mr. McCarthy's petition.

I have no "sent" emails on this subject since May 28th.

Paige Smith
Mayor, Town of Paonia

Sender and receiver should be mindful that all my incoming and outgoing emails may be subject to the Colorado Open Records Act, § 24-72-100.1, et seq.

From: Pete McCarthy [REDACTED]
Sent: Wednesday, June 25, 2025 5:12 PM
To: Samira V <SamiraV@townofpaonia.com>
Cc: Stefen Wynn <StefenW@townofpaonia.com>
Subject: IMMEDIATE PRODUCTION OF RECORDS REGARDING IMPROPER EXECUTIVE SESSION DISCUSSING CITIZEN INITIATIVE

You don't often get email from [REDACTED] [Learn why this is important](#)

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Sincerely,

Pete McCarthy

[REDACTED]
[REDACTED]
[REDACTED]

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Name: 2025-21 McCarthy Estimated Fee: _____ Deposit _____

Date Finished: 07/01/2025

Hours_____ x \$33.58= \$ 0.00

Pages_____ x \$.25=\$ 0.00

Additional fees:_____

Less Deposit:_____

Total Due: \$ 0.00

Note: Records will not be released until full payment is made.

Save as...



CLAYTON M. BUCHNER
Town Attorney
Paonia, Colorado

MEMORANDUM FOR: Paonia Board of Trustees (“BOT”)

SUBJECT: Citizen Initiated Petition – STR Ordinance

1. This memorandum is regarding the citizen-initiated petition for STR Ordinance submitted May 21, 2025, and thereafter rejected on May 28, 2025.

2. Question: Why was the STR Ordinance Rejected?

3. Answer: C.R.S. 31-11-106(1), states "the clerk may reject a petition or a section of a petition on the grounds that the petition or a section of the petition does not propose municipal legislation pursuant to section 1(9) of article V of the state constitution."

4. Law: The Colorado Constitution and case law make it clear that initiative and referendum powers reserved by the people under the state constitution apply only to acts that are legislative in character and the voters are prohibited from exercising administrative (i.e. "executive") or judicial power. Colo. Const. Art. 5, Sec. 1. If proposed initiatives are administrative, they may not be placed on the ballot pursuant to the people's initiative power. Colo. Const. Art. 5, Sec. 1 (1,9).

5. Analysis: Large portions of the proposed petition direct administrative and executive functions of government. See below.

- 6.06.010 Definitions – new policy, legislative, and proper for petition.

- 6.06.20 Permitted Use –

A. Asserts administrative matters not subject to petition. While dedicating ROSTRs as use by right is appropriate, delineating “No Special-Use Review or other discretionary land-use approval” attempts to control administrative/executive function of the Town in enforcement of the provision.

C. Asserts “No license, fee, or ongoing registry is required for a ROSTR.” This provision attempts to control administrative/executive function of the Town in enforcement of the provision or otherwise in establishing administrative fees in enforcement and administration of the provision. (Note: Imagine if citizen-initiated provisions could eliminate fees for administrative services provided by local government, the result would be bankruptcy of the Town).

- 6.06.040 Grandfather Registration – Requires administrative action from the Town but asserts no fee. This provision attempts to control administrative/executive function of the

Town in enforcement of the provision or otherwise in establishing administrative fees in enforcement and administration of the provision. Note: omission of a fee is still administrative, especially if the provision requires executive function of enforcement with



CLAYTON M. BUCHNER
Town Attorney
Paonia, Colorado

no administrative fee to offset the costs of the required action by Town staff.

- 6.06.060 Proof-on-Demand Procedure – Triggers administrative/executive function of the Town in enforcement of a policy and is not an appropriate provision.
- 6.06.070 Enforcement and Penalties – The entire section directs the administrative/executive and/or judicial functions of the Town. Civil penalties, status of crime, Lien, and Administrative Appeal are all enforcement actions considered executive and/or judicial functions of the Town.
- 6.06.080 Mandatory Review and Amendment Limitations.

A. Directing a public review is administrative function of the Town.

B. This limitation is in conflict with Colorado state statute (allowing repeal and amendment after 6 months), attempts to control licensing fees (an administrative function), and limits the statutory power of the BOT to repeal and/or amend ordinances (may not be allowed).

6. Conclusion: Case law has determined that establishment of fees, licensing processes and fees, registration processes and fees, and code enforcement are all considered administrative functions of government and are not subject to citizen-initiated referendum. See *Vagneur v. City of Aspen* (232 P.3d 222), *Witcher v. Canon City* (716 P.2d 445), and *City of Aurora v. Zwerdlinger* (194 Colo. 192). As nearly every section of the proposed provision of the petition is administrative and did not propose legislation as required by the Colorado Constitution, the clerk rejected the petition. See Colo. Const. Art. 5, Sec. 1 (1,9)

Very Respectfully,

Clayton M. Buchner, J.D.
Town Attorney
Paonia, Colorado



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Twin Lakes Lease Agreement with Big B's
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	7.3.2025
BACKGROUND:	During the 5/13/2025 Board Meeting, the Board of Trustees approved a special use of the Twin Lakes town owned property by Delicious Orchards "Big B's" for an event that they're having on July 19th. The same terms and conditions were approved as previous years, with a reduction in policy officers to one from two. The cost of the lease is \$880 and includes the cost of one officer and a \$250 Special Event Permit Fee as established during that meeting. This new lease agreement includes the information above with changes to the dates of the lease for July 18th for setup to July 20th for tear down. Big B's is responsible for submitting payment on or before July 18th and providing the Town with a certificate of insurance for appropriate amounts as listed in the lease agreement that lists the Town as an additional insured.
BUDGET:	N/A
RECOMMENDATION:	Recommended Motion: I move to approve the Lease Agreement with Delicious Orchards, Big B's.
ATTACHMENT:	Attachment A: Twin Lakes Lease Agreement with Big B's Attachment B: Delicious Orchards Off Site Parking

LEASE AGREEMENT

The Lease Agreement (this “Agreement”) entered into this 8th Day of July 2025, between the Town of Paonia, of the County of Delta, State of Colorado (the “Lessor”), and North Fork Cellars LLC, dba Big B’s Delicious Orchards, a Colorado Limited Liability Company (the “Lessee”). The Lessee and the Lessor are sometimes referred to as collectively (as the “Parties”).

WHEREAS, the Lessor is a municipal corporation that owns and maintains real property within the municipal boundaries of the Town.

WHEREAS, the Lessee is a limited liability company within the State of Colorado outside of the municipal boundaries of the Town, but within the County of Delta, State of Colorado.

WHEREAS, the Parties desire to enter into this Agreement to set forth the Parties’ respective obligations concerning the use of Real of Property.

NOW, THEREFORE, in consideration of the foregoing, the Parties hereto promise, covenant and agree as follows:

Lessor, in consideration of payment of the rents and the performance of the covenants and agreements hereinafter specified, does hereby let and lease to said Lessee the following described real property, (herein the real property, referred to as “the Premises”), to-wit:

The real property commonly known as 3 3rd Street Paonia, CO 81428, unplatted – City Total Acres 3.5+, described in the attached Exhibit “A”, incorporated herein by this reference.

Lessee does hereby hire the premises, and agree with Lessor that it will and hereby does bind itself, its employees, guests and agents as follows:

1. **Term & Termination.** For the term commencing on the 18th Day of July 2025, and ending the 20th Day of July, 2025.
2. **Lessor’s Obligations & Limitations.**
 - a. **Traffic Control.** Provided that the Lessee is in full compliance with the terms and conditions of this Agreement, the Lessor shall provide one (1) police officer for traffic control in accordance with and subject to the terms, conditions, and remedies set forth in the Town Code and this Agreement.
 - b. **Access.** Lessee agrees to allow the Lessor access to the property to prepare the site for vehicle parking, shuttle bus pickup and drop off, and for drive lanes for ingress and egress. Preparation includes minor improvements such as clearing brush, mowing, grading and adding stone in low spots.
 - c. **Disclaimer.** The Lessor makes no representation or warranty as to, and hereby disclaims and responsibility for or liability related to the quantity and parking of vehicles on the real property. The Lessor assumes no responsibility or liability for any vehicles parked or for any transportation from the Lessee to their event venue.

LEASE AGREEMENT

3. Lessee's Obligations & Limitations.

- a. Site Preparation. To prepare the site at Lessee's own expense for mowing, grading including adding stone or gravel in low spots as necessary, and setting up cones to designate parking rows. Lessee shall not construct any permanent improvements within the Real Property.
- b. Compliance with Laws. Lessee shall adhere to all applicable federal, state, and local laws and requirements, including any restrictions to state liquor law licenses.
- c. Damage and Non-Interference. In the exercise of rights and obligations pursuant to this agreement, Lessee shall avoid any damage to or interference with any Lessor installations, structures, utilities, or improvements on, under, or adjacent to preparations completed by the Lessee. The Lessee shall, at its expense, promptly restore any of Lessor's facilities damaged by its activities permitted hereunder to a condition equal to or better than that which existed immediately prior to the commencement of such activities. If Lessee's activities interfere directly or indirectly with any use of the Property by Lessor that causes harm to others, or creates nuisances, the Lessor may immediately terminate this Agreement upon written notice without any liability.

4. Compensation.

- a. Lessee shall pay the Lessor the Sum of \$880.00 due on or before the 18th Day of July 2025. Such sum shall cover the cost of one (1) police officer for traffic control on July 19th, 2025, and the cost of a \$250 special event permit (as set during the 5/13/2025 Board meeting for this event), and satisfy all other considerations of the Lessor.

5. Insurance.

- a. Lessee shall procure and maintain comprehensive general liability insurance with coverage of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate. Lessee shall include by name on any insurance policy the Lessor as an additional insured and shall furnish the Lessor with a copy prior to the effective date of this Agreement.

6. Indemnification.

- a. Except for liability resulting from the Town's gross negligence or willful or wanton misconduct, Lessee shall be solely responsible for all damages to persons or property which may in whole or part be caused by, or arise from the activities or omissions of, Lessee, its agents, employees, customers, contractors or guests, and Lessee will indemnify and hold harmless the Lessor, its elected and appointed officials, and its employees, agents, and representatives, from any and all liability, damage, loss, cost or expense, including but not limited to reasonable attorney fees, which the Lessor, its elected and appointed officials, and its judgements made or brought against them by any person or entity, and which arise either in whole or in part from, or are in any way connected with, Lessee's or its customers' or guests' activities in connection with this Agreement, or the rights or obligations of Lessee

LEASE AGREEMENT

hereunder. By demanding this right to indemnification, the Lessor in no way waives or intends to waive the limitations on liability or other protections which are provided to the Lessor and its employees under the Colorado Governmental Immunity Act, CRS §24-10-101, et seq.

7. **Police Powers Retained.**

- a. Nothing contained in this Agreement shall constitute or be interpreted as a repeal of the Lessor's ordinances, resolutions, or other adopted codes and standards, or as a waiver of the Lessor's legislative, governmental, or police powers to promote and protect the health, safety and welfare of the Lessor and its inhabitants.

8. **Breach.**

- a. If Lessee fails to comply with any of its obligations under this Agreement, such noncompliance shall constitute material breach of this Agreement. The Lessor, in addition to any other remedy available to it for breach, shall have the right but not the obligation to take such measures as it determines necessary to bring the Lessee into compliance with this Agreement, and the cost of any such measures shall be repaid to the Lessor by the Lessee. Except during a bona fide emergency, the Lessor shall provide at least (15) days' written notice to the Lessee to allow the Lessee the opportunity to perform such measures. If Lessee fails to perform such measures within the time prescribed and to the Lessor's satisfaction, then the Lessor may, without further notice to the Lessee, cause such measures to be taken and bill the actual cost thereof to Lessee, including without limitation all costs for labor, material, and equipment used to complete such measures, accompanied by reasonable evidence of such expenditures. The cost of any such measures shall be paid by the Lessee within thirty (30) days of written demand for payment thereof. Any amounts not so paid shall bear interest at the rate of one percent (1%) per month from the date the demand was received until paid, and the Lessor shall be entitled to all costs of collection to collect such amounts, including but not limited to court costs and reasonable attorney fees.
- b. The Lessor shall also have the right to the remedy of injunctive relief to compel performance of the Lessee's obligations under this Agreement. All remedies of the Lessor, as set forth in this Agreement, the Town Code, or at law or in equity, shall be cumulative and exercise of one remedy shall not preclude the Lessor from pursuing other remedies for the same breach of this Agreement. A violation of the Lessee of any applicable provision of the Town Code shall be considered a breach of this Agreement.

9. **No Joint Venture or Partnership.**

- a. No form of joint venture or partnership exists between the Lessor and Lessee, and nothing contained in this Agreement shall be construed as making the Lessor and Lessee joint ventures or partners.

10. **No Third-Party Beneficiaries.**

- a. It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to enforcement, shall be strictly reserved to the

LEASE AGREEMENT

Lessor and Lessee, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party, including without limitation Lessee's customer or guests, on this Agreement. It is the express intention of the Parties that any person other than the Lessor or the Lessee receiving benefits under this Agreement shall be deemed to be an incidental beneficiary only.

11. **Binding Effect of Agreement.**

- a. This Agreement shall inure to the benefit of and be binding upon the successors, heirs, and assigns of the Parties hereto.

12. **Modification and Waiver.**

- a. No modifications of the terms of this Agreement shall be valid unless in writing and executed with the same formality as this Agreement, and no such waiver of the breach of the provisions of any section of this Agreement shall be construed as a waiver of any subsequent breach of the same section or any other sections which are contained herein.

13. **Notices.**

- a. Any notice or communication required or permitted hereunder shall be given in writing and shall be personally delivered, sent by national overnight courier, or United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed as follows:

- i. Lessor:

Town of Paonia
ATTN: Town Administrator
PO BOX 460
Paonia, CO 81428

- ii. Lessee:

North Fork Cellars, LLC
dba Big B's Delicious Orchards
39126 Highway 133
Hotchkiss, CO 81419

14. **Authority.**

- a. The undersigned signatory or signatories of the Lessee represent and warrant that such signatory or signatories have full power and authority to enter into this Agreement.

15. **Counterparts.**

- a. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

LEASE AGREEMENT

16. Governing Law, Venue, and Severability.

- a. This Agreement shall be deemed entered into in Delta County, Colorado, and shall be governed by, construed, and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Agreement shall be filed in the courts of Delta County, and in no other court. Lessee hereby waives its right to challenge the venue in, or personal jurisdiction over it of, the courts of Delta County. In the event that any provision of the Agreement is held to be violative of the Town, state, or federal laws and rendered unenforceable, the Lessor, in its sole discretion, may determine whether the remaining provisions will or will not remain in force.

LESSOR:
TOWN OF PAONIA,
A Colorado Municipal Corporation

ATTEST:

By: _____
Paige Smith, Mayor

By: _____
Samira Vetter, Town Clerk

LESSEE:
North Fork Cellars, LLC, dba Big B's Delicious Orchards
A Colorado Limited Liability Corporation

By: _____
Jeff Schwartz, Owner

ACKNOWLEDGEMENT

STATE OF COLORADO)

) ss

COUNTY OF DELTA)

The above and foregoing signature of _____, as _____ of _____, was subscribed and sworn to before me this __ day of ___, 20__.

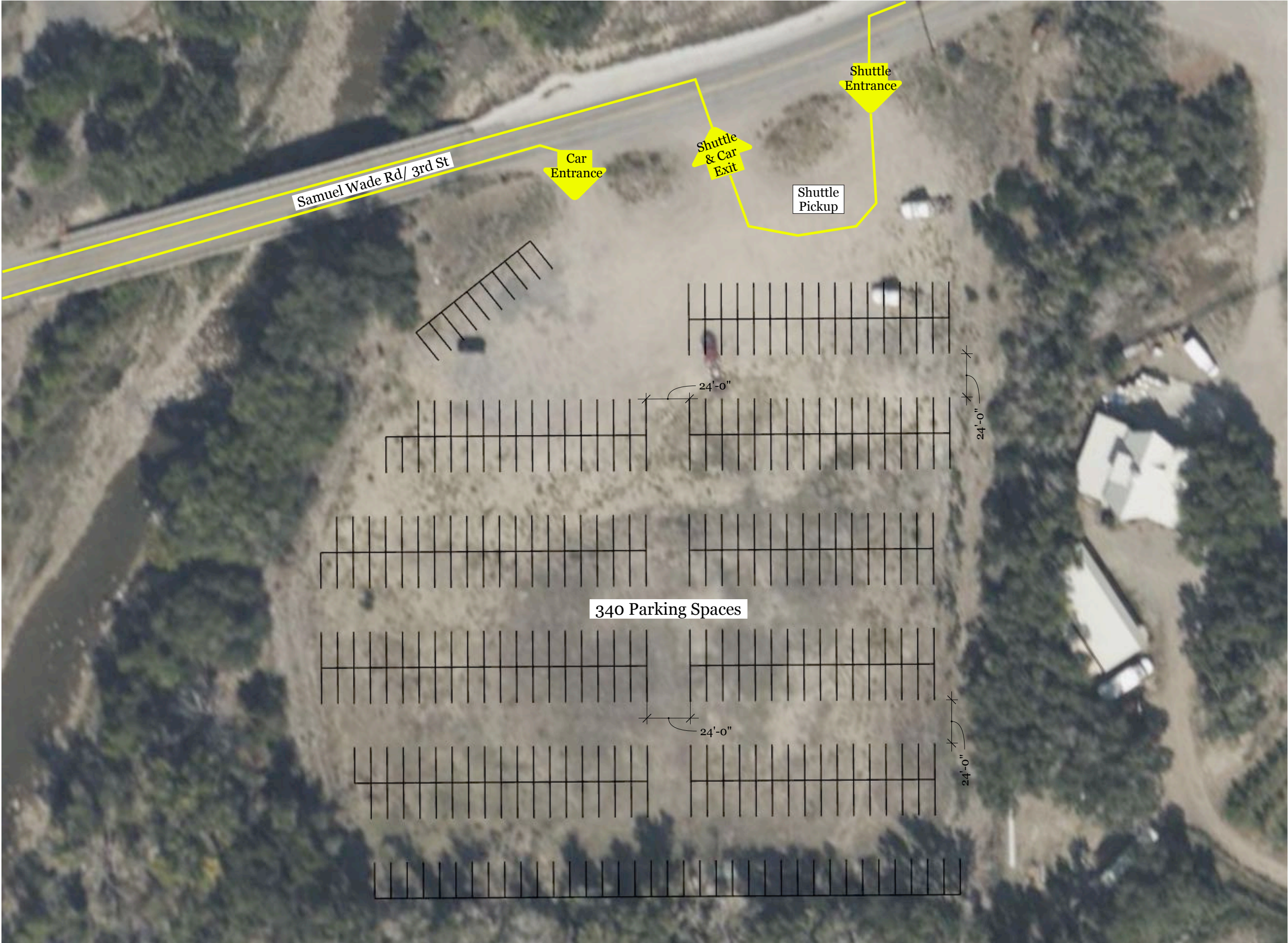
Witness my hand and official seal.

My commission expires on: _____

(SEAL) _____

LEASE AGREEMENT

Notary Public



SITE MDB
47 Pan American Ave
Paonia, CO 81428
Tel: 720.320.8987

DRAWN BY
Judd Kleinman



CLIENT
Big B's Delicious Orchard
39126 CO-133
Hotchkiss, CO 81419

PROJECT
Day Parking Proposal for
Shaky Graves Concert August 24th

A_{0.1}



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	TDiscussion on Upcoming Water Restrictions
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	7.3.2025
BACKGROUND:	The Town will need to enact Stage 1 Water Restrictions on August 1st, 2025 in preparation of the 2MG tank relining project starting and the temporary tank being installed and in use while the main tank is relined. Stage 1 Water Restrictions will include: limits on watering lawns, gardens or any outdoor landscaping. Most likely the restrictions will allow odd numbered street addresses to water on odd days and even numbered street addresses to water on even days. Example 713 3rd St. waters on 7/3; 7/5; 7/7, etc. and 704 3rd St. waters on 7/4; 7/6; 7/8. This will help the water plant from continuous operation while using the smaller temporary water tank. PMC §16-1-80 (g) allows for restriction of water use, but it must be enacted through resolution and public notice. The Board of Trustees will be presented with a Resolution at the 7/22/22025 Board Meeting with an effective date of August 1st, 2025.
BUDGET:	N/A
RECOMMENDATION:	N/A
ATTACHMENT:	

**TOWN OF PAONIA, COLORADO
ORDINANCE NO. 2025-05**

**AN ORDINANCE OF THE TOWN OF PAONIA, COLORADO
AMENDING ARTICLE 5 (OPERATION OF OFF-HIGHWAY
VEHICLES) OF CHAPTER 8 (VEHICLES AND TRAFFIC) OF
THE PAONIA MUNICIPAL CODE**

WHEREAS, the Town of Paonia, Colorado (the “Town”) is a statutory municipality organized pursuant to Colorado Revised Statutes (C.R.S.) §31-1-203; and

WHEREAS, Chapter 8, Article 5, of the Town’s municipal code (the “Code”) authorizes with conditions the public use of off-highway vehicles (“OHVs”) on public roads not part of the state highway system; and

WHEREAS, the Board of Trustees of the Town of Paonia, Colorado, finds it necessary for the public health, safety, and welfare to amend the Ordinance of the Town pertaining to the Operation of Off-Highway Vehicles.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, THAT THE AMENDMENTS TO THE TOWN OF PAONIA MUNICIPAL CODE ARE HEREBY APPROVED AND ADOPTED.

Section 1. The foregoing recitals are incorporated by reference as findings and determinations of the Board of Trustees.

Section 2. Chapter 8, Article 5, of the Paonia Municipal Code, entitled “Operation of Off-Highway Vehicles” is hereby amended to read as follows:

SECTION 8-5-10. DEFINITIONS

Off-Highway Vehicles.

- a) As used in this Section, "off-highway vehicle" shall have the meaning given in Colorado Revised Statute §33-14.5-101, as amended from time to time.
- b) As used in this Section, "public road" means and shall include any road, street, alley, avenue, thoroughfare, public way, or other public property within the Town of Paonia where off-highway vehicle riding is specifically allowed.

SECTION 8-5-20. OPERATION AUTHORIZED

- a) It shall be lawful to operate off-highway vehicles on all public roads within the Town of Paonia, except public roads that are part of the state highway system, provided that:
1. The operator of the off-highway vehicle has in his or her possession a valid motor vehicle driver's license or operator's license.
 2. The operator of the off-highway vehicle shall register said vehicle as required by Title 33 of the Colorado Revised Statutes.
 3. The operator of the off-highway vehicle shall have in full force and effect a complying policy of insurance under the terms of Part 6, Article 4, Title 10, of the Colorado Revised Statutes, covering such off-highway vehicle.
 4. At least one lighted headlamp having minimum candlepower of sufficient intensity to reveal people or objects at a distance of at least 100 feet ahead during operation from sunset to sunrise. Such headlamp shall be aimed so that glaring rays are not projected into the eyes of operators in oncoming vehicles when operated on a straight level surface. One lighted tail lamp having a minimum candlepower of sufficient intensity to exhibit a red light plainly visible from a distance of 500 feet to the rear during operation from sunset to sunrise.
 5. The OHV must have a braking system that may be operated by hand or foot, capable of producing deceleration of 14 feet per second on level ground at a speed of 20 miles per hour.
 6. The OHV must have a spark arrestor in good working order which has been approved by the U.S. Forest Service as evidenced by the bona fide permanent marking of "qualified" or "approved" on the spark arrestor.
 7. The OHV must have a muffler which outputs no more than 96 decibels at idle and is in constant operation and properly maintained.
 8. The operator and passenger(s) must be wearing eye protection unless the OHV is equipped with a full windshield and steering wheel.
 9. The operator, if under the age of 18, must wear a DOT or SNELL certified helmet and must require any passenger(s), if under the age of 18, wear a DOT or SNELL certified helmet.

SECTION 8-5-30. OPERATION PROHIBITED

- a) It shall be unlawful for any person to operate an off-highway vehicle on any public road in violation of the regulations of Title 42 of the Colorado Revised Statutes pertaining to the movement of traffic on roadways within the Town of Paonia.
- b) It shall be unlawful for any person to operate an off-highway vehicle on any public road at a speed greater than the posted prima facie speed limit.
- c) It shall be unlawful for any person to allow, authorize, suffer or permit an off-highway vehicle owned or belonging to him or her, or that is under his or her control, to be operated by any other person not otherwise authorized under this section.
- d) It shall be unlawful to operate any off-highway vehicle which has only three wheels on any public road.
- e) It shall be unlawful to operate any tracked off-highway vehicle under this Article unless the tracks are composed of 100% rubber with no metal or other material in contact with the road.

SECTION 8-5-40. NOTICE OF ACCIDENT AND LIABILITY

- a) The operator of an off-highway vehicle involved in an accident within the Town limits resulting in property damage, injuries or death, or some person acting for the operator, or the owner of the off-highway vehicle having knowledge of the accident shall immediately, by the quickest available means of communication, notify the office of the Town police department. If an accident occurs outside of the Town limits, the operator or some person acting for the operator shall immediately notify the Delta County Sheriff's Office.
- b) To the maximum extent permitted by law, nothing in this chapter shall be construed as an assumption of any duty of care by the Town with respect to or the assumption of any liability by the Town for any injuries to persons or property which may result from the operation of an off-highway vehicle on the roads, roadways, or alleys within the Town limits.

SECTION 8-5-50. PENALTY AND ENFORCEMENT

- a) Any person convicted of a violation of this Section shall be subject to a fine not to exceed \$300.00, for each separate violation.

- b) This Section shall be enforced by any law enforcement or peace officer, including the Paonia Police Department.
- c) The repeal and amendment of various provisions of the Town of Paonia Municipal Code by this ordinance shall not affect any offense or act committed, any penalty incurred, any contract, right, or duty established or accruing before the effective date of this ordinance.

Section 3. Notice of Enforcement and Inspection. Violation of this Ordinance is subject to enforcement and punishment and shall constitute a misdemeanor punishable by a fine of up to three hundred dollars (\$300.00). Each day that a violation continues to exist shall constitute a separate offense. The full text of the ordinance, including any amendments, is available for public inspection at the office of the Town Clerk at Town Hall.

Section 4. Severability. If any section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Board of Trustees declares that it would have adopted this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 5. Effective Date and Time. This Ordinance shall become effective 30 days after publication in accordance with law.

INTRODUCED, READ AND ADOPTED by the Board of Trustees of the Town of Paonia, Colorado, this _____ day of July, 2025.

TOWN OF PAONIA, COLORADO

Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk

Approved as to form:

Clayton M. Buchner, Town Attorney



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Change Order #1 Temporary Tank
SUBMITTED BY:	N. Poulos
DATE:	July 8, 2025
BACKGROUND:	Colorado Lining International (CLI) was selected to install our Temporary Tank. On June 26th a CLI representative arrived for a site visit to see the pad in person. Upon his inspection of the pad there will need to be some adjustments to the plan. Below is the reasoning for Change order #1 • We're going to need to divert the bladder and tank liner (coming from our fabrication facility in Madison, SD) to our shop in Parker so we can make the perimeter "trim" before forwarding them to the site. This is a task that we would typically perform during the installation process while on site but in this case there just isn't enough room. This change will require additional freight and labor. • Again, due to the lack of accessibility on the pad, we're going to need to rent a snorkel lift and provide additional man-power to get the tank liner and bladder installed and secured around the tank walls.
BUDGET:	60-50-70 Capital Outlay

RECOMMENDATION:	PW recommends approval of Change Order #1
ATTACHMENT:	Attachement A- Change Order 31

Colorado Lining International

A Viaflex COMPANY

Change Order

Company: Town of Paonia
Contact: Nicki Poulos
Project Name: Paonia Hydrastor Tank System
Project Number: C1614

I hereby authorize the following changes for the above referenced project. It is understood that this change is subject to the terms and conditions of the original contract.

Description of Work	Quantity	Unit	Price	Amount
Freight for Liner Diversion	1.00	EA	\$ 1,680.000	\$ 1,680.00
Labor Related to Liner Modifications	1.00	LS	\$ 3,250.000	\$ 3,250.00
Additional Snorkel Lift for Installation	1.00	EA	\$ 1,300.000	\$ 1,300.00
Additional Installation Labor	1.00	EA	\$ 6,500.000	\$ 6,500.00
	-		\$ -	\$ -
TOTAL:				\$ 12,730.00

The original Contract Sum was	\$	280,000.00
Net change by previous Change Orders	\$	-
The Contract Sum prior to this Change Order	\$	280,000.00
The Contract Sum will be changed by this Change Order	\$	12,730.00
The new Contract Sum including this Change Order will be	\$	292,730.00

Notes:

Authorized Signee:

Accepted By (*signature*): _____ Date: _____

Accepted By (*print*): _____ Title: _____



**TOWN OF PAONIA
BOARD OF TRUSTEES MEETING
STAFF REPORT**

AGENDA ITEM:	Resolution 17-2025 Application for DOLA Funding to Amend the HNA and HAP for Compliance with SB 24-174
SUBMITTED BY:	Stefen Wynn, Town Administrator & Treasurer
DATE:	7.3.2025
BACKGROUND:	The Town of Paonia's application for supplemental funding through the DOLA is to amend its 2023 Housing Needs Assessment (HNA) and Housing Action Plan (HAP). The amendment will bring the Town's documents into compliance with Senate Bill 24-174 (SB24-174) and ensure continued eligibility for state housing-related resources. In 2023, Paonia completed a Housing Needs Assessment and a companion Housing Action Plan to better understand and respond to local housing challenges. However, in April 2025, DOLA reviewed Paonia's HNA and determined that it falls under "Conditional Approval" and must be amended to meet Substantial Conformity with SB24-174. If the Town does not submit a compliant HNA by December 31, 2026, it will be required to conduct a completely new assessment. Key feedback from DOLA's Community Development Office included missing or incomplete statutory elements related to accessibility, supportive housing, displacement risk, and homelessness. The Town's existing HAP is not statutorily required due to Paonia's size and status, but it was voluntarily completed and will benefit from alignment with new state guidance. While Paonia is not required to update its HAP under SB24-174 due to its population size and status, staff recommends updating the existing 2023 HAP to ensure consistency with the amended HNA. DOLA has confirmed that Housing Planning and Land Use (HPLN) grant funds may be used to support this work. DOLA outlined specific missing or incomplete elements required for compliance: Statutory Requirements (Missing Data) Accessible and Visitable Units Supportive Housing Unit Needs Displacement Risk Assessment Measures of Homelessness and Housing Instability Recommended Data to Strengthen the HNA/HAP Market Limitations (zoning, development costs, labor, etc.) Water Supply Needs (based on housing projections and GPCD usage) DOLA has made clear that older baseline data from the 2023 effort (e.g., job counts, household numbers, housing stock) may still be used to avoid duplicative efforts. However, new tables will be required to satisfy SB24-174, including: A matrix showing housing needs by tenure and income bracket A table showing job types by income levels to support alignment of workforce and housing affordability These will help local governments, including Paonia, align future housing strategies with workforce demographics and economic goals.
BUDGET:	Up to \$10,000 match for the grant.
RECOMMENDATION:	Recommended Motion: I move to approve the Lease Agreement with Delicious Orchards, Big B's.
ATTACHMENT:	Attachment A: Paonia Preexisting HNA Review Memo_ Attachment B: Resolution 17-2025 Technical Assistance grant for HNA for SB24-174 Compliance



MEMORANDUM

To: Andrew Coburn, Urban Rural Continuum
From: Mark Williams, Lead Land Use Technical Assistance Planner, DOLA
Date: April 16, 2025
Re: **[Jurisdiction] Pre-existing Housing Needs Assessment Review**

Thank you for submitting your pre-existing Housing Needs Assessment (HNA). This memorandum provides a review of Paonia's current HNA by DOLA's Community Development Office and the standards outlined in SB24-174. Our review has identified that additional information is needed, and the HNA will require an amendment and resubmission. DOLA has outlined the missing data and provided sources to help achieve Substantial Conformity with SB24-174 below. Achieving Substantial Conformity will ensure your HNA meets the requirements of the law, allowing your jurisdiction to avoid the need for a new HNA by December 31, 2026, as stipulated by the state.

DOLA has published guidance to support the completion of HNAs that comply with SB24-174 (see the additional resources section at the end of this memo). These sources offer further explanations that may be helpful in filling in missing information. Not all of the below data may apply to all jurisdictions, particularly smaller areas with more limited data availability, but the Technical Assistance Unit within DOLA will work with your jurisdiction to help complete the assessment.

DOLA has determined that Paonia's HNA falls into the Conditional Approval category. This means much, but not all, of the required outputs have been provided. DOLA staff will work with your jurisdiction and consultant, if desired, to reach Substantial Conformity with SB24-174. Members of the Technical Assistance Unit will be in touch to schedule a time to discuss the review, and to create a plan to finalize the document.

Thank you for your work to guide your community through this important planning process and for the opportunity to provide comments on Paonia's Housing Needs Assessment. As mentioned above, feel free to email me at mark.l.williams@state.co.us or call me at 720-793-2405 with any questions.



Summary Review

Compliance status

- ☐ Substantial conformity
- ☒ Conditional approval

Missing SB24-174 HNA Required Outputs

- ☒ Accessible and Visitable Unit Needs
- ☒ Supportive Units
- ☒ Displacement Risk

Data to Support the Required Outputs

- ☒ Homelessness

Recommended Outputs

- ☒ Market Limitations*
- ☒ Water Supply Needs*
- ☐ Other

Data: _____

*Additional categories not required by statute, but recommended for inclusion.

Missing HNA Data and How To Include it

This section provides a summary of the information that is frequently missing from early Housing Needs Assessment (HNA) submittals, including data about accessible, visitable, and supportive units, homelessness, water supply, and market limitations. The Department of Local Affairs will work with local governments to have the information in place and ready when governments prepare their Housing Action Plan (HAP).

The commonly missing datasets are listed below, with links and access to the needed information. Links to the [SB24-174](#) statute and to the [DOLA HNA Guidelines 12.30.24.pdf](#) DOLA HNA Guide are provided here for reference. The HNA Guide has a checklist format at the end of the document, along with an extensive list of data sources, to provide additional resources.



Required Outputs

1. Accessible and Visitable Unit Needs

Statute Language: Sections 24-32-3702 (1)(c)(II) & (d)(II) require that housing needs be sorted by income level and dwelling type, including accessible, visitable, and supportive units.

Data Source: Data on existing visitable and accessible units does not exist, unless governments specifically track this information, as requires secondary or proxy data metrics. Example estimate: Utilize data from the Census ACS or HUD's CHAS data on households occupied by person(s) with disabilities for the geography to estimate the percentage of future housing needs that should be visitable/accessible. Local surveys of households can be used to estimate visitable/accessible unit needs, as well as the percentage of existing residents that could use assistance renovating current homes to be visitable/accessible.

ACS data: <https://www.census.gov/programssurveys/acs/data.html>

CHAS data: <https://www.huduser.gov/portal/datasets/cp.html>

2. Supportive Units

Statute Language: Sections 24-32-3702 (1)(c)(II) & (d)(II) require that housing needs be sorted by income level and dwelling type, including accessible, visitable, and supportive units. The existing shortage of supportive units can be roughly estimated from data on homeless persons and families, however this data is not available in sufficient detail for many counties and jurisdictions. Data on existing visitable (for local HNAs only) and accessible units does not exist, unless local governments specifically track this information.

Data from two sources provides acceptable proxy data: The Census ACS or HUD's CHAS data on households occupied by person(s) with disabilities for the geography can be used as a substitute to estimate the percentage of future housing needs that should be provided as visitable, accessible or supportive.

HUD receives custom tabulations of American Community Survey (ACS) data from the U.S. Census Bureau. These data, known as the "CHAS" data (Comprehensive Housing Affordability Strategy), demonstrate the extent of housing problems and



housing needs, particularly for low-income households. Access to CHAS requires registration with HUD.

CHAS - <https://www.huduser.gov/portal/datasets/cp.html>

ACS - <https://www.census.gov/programs-surveys/acs/data.html> (In the ACS search page you can find data related to your jurisdiction by entering its name in the search bar in the upper right hand corner).

Also, HMIS data: <https://www.cohmis.org/> can be used when available. The existing shortage of supportive units can be roughly estimated from data on persons and families experiencing homelessness. This data is not available in sufficient detail for many counties and jurisdictions.

Estimated Accessible and Visitable Housing Needs

	Accessible and Visitable Units
Total Estimated Units Needed	

Estimated Supportive Housing Needs

	Supportive Units
Total Estimated Units Needed	

3. Displacement Risk

Statute Language: Section 24-32-3702(1)(e)(I) is a requirement that housing needs assessments include recommended policy and programmatic responses to the findings of the housing needs assessment, including the assessment of displacement risk.

Data Source: The State and its consultants have created an index of metrics to collectively provide a measure of displacement risk. This index uses data from HUD, the Census and CDC/ATSDR, a division of the Centers for Disease Control which developed the data to identify socially vulnerable communities and populations. The ATSDR data is available at both the county and census tract level: DOLA will accept both geographies, as determined by the local government.



These 11 measures are publicly available at the locations shown in the document linked here: [Displacement Risk Indicator Values](#).

How to present the data: Preferred presentation is a table in the following format:

DISPLACEMENT MEASURES
(create new rows within table as needed)

Displacement Measure	Amount
Households making at or below 30%, 50%, and 80% AMI	
Renter Occupied Households	
Housing cost-burdened occupied housing units with annual income less than \$75,000 (30%+ of income spent on housing costs)	
Persons (age 25+) with no high school diploma estimate, 2018-2022 ACS	
Persons (age 5+) who speak English "less than well"	
Single-parent household with children under 18 estimate	
Housing stock built prior to 1970	
Race and Ethnicity	
Overcrowded (more people than rooms)	
Civilian noninstitutionalized population with a disability estimate	

Note: Please use this [Displacement Risk data dictionary](#) link to understand headers in the CDC/ATSDR data columns when needed. All of the column headings are abbreviated and some are difficult to decipher, and the key starts on page seven.



Recommended Data

4. Homelessness

Statute Language: Section 24-32-3702(2)(i) The methodologies for estimating housing needs in housing needs assessments must be based on the following baseline components for each region and local government: Measures of homelessness and housing instability.

Measurement and Source: How many individuals and families are experiencing homelessness, and what are the main causes (e.g., lack of affordable housing, unemployment, mental health issues, substance abuse)?

Data Source:

1. Local service organizations: Qualitative data that will require direct interactions with employees and volunteers of these organizations.
2. PIT counts: <https://www.hudexchange.info/homelessnessassistance/data/>
3. HMIS data: <https://www.cohmis.org/>
4. Homeless student count and trends (if available): Colorado Department of Education McKinney Vento counts:
https://www.cde.state.co.us/studentssupport/homeless_index

Recommended Outputs

5. Market Limitations

Statute Language: Assess market limitations in the development of housing in the local government's jurisdiction.

There is no specific guidance in the statute language, but understanding market limitations on housing development helps identify challenges and opportunities for expanding housing options within a community and should be used to help guide the HAP.

Data Source: Sources of this data can include:

- Review of local zoning and subdivision regulations
- Planning processes
- Infrastructure limitations
- The cost of development
- Construction labor and materials supply challenges



- Other factors affecting affordable housing production.

Due to data limitations and the expertise required for a detailed analysis of this topic, this component of an HNA is typically qualitative in nature.

6. Water Supply Needs

Statute Language: Estimate water supply needs (water supply needs for existing dwelling units and estimated housing needs [reported in I and II, above], using per capita usage rates identified in consultation with the Department of Natural Resources).

Estimate Water Supply Needs for Dwelling Units. For the purposes of HNAs, local and regional governments may use a simple formula for calculating residential water supply needs: gallons per capita per day (GPCD) multiplied by population. This method is only a first step, however, in assessing the magnitude and range of potential water supply needs related to housing.

Residential water demand = (residential population) x (residential GPCD). It is recommended that local governments and regional entities use this calculation to estimate housing water supply needs, but also acknowledge that local governments and regional entities will need to consider a range of water supply needs to fully evaluate their total water needs/demands (e.g. commercial, industrial and institutional water demands). To understand a range of future needs, local governments and regional entities need to consider their baseline conditions, what they expect to change, and expected success rate of water conservation efforts in reducing demands.

Local governments wishing to use the HNA as an opportunity to prepare for the water supply section in forthcoming comprehensive plan updates should contact [Scott Williamson - DOLA](#) for more information.

Additional Resources

- [HNA Checklist](#) - a good go-to guide for navigating many of the SB24-174 requirements.

These other resources are also available:

- [Final Guidance for HNA + HAP Baseline Requirements](#)
- [Housing Needs Assessment Guide for Colorado Communities](#)



COLORADO
Department of Local Affairs
Division of Local Government

- [Displacement Risk Assessment Guidance](#)
- [DOLA Displacement Risk Assessment - Public Participation Report](#)
- [Preliminary Compliance Guidance - Strategy Menus](#)

**TOWN OF PAONIA, COLORADO
RESOLUTION NO. 17-2025**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN
OF PAONIA, COLORADO APPROVING A FUNDING PROPOSAL
SUBMISSION TO THE COLORADO DEPARTMENT OF LOCAL
AFFAIRS HOUSING PLANNING GRANT PROGRAM TO
UPDATE THE HOUSING NEEDS ASSESSMENT AND HOUSING
ACTION PLAN TO COMPLY WITH SB 24-174**

WHEREAS, the Town of Paonia, Colorado is a statutory municipality duly and regularly organized and validly existing as a body corporate and politic under and by virtue of the Constitution and laws of the State of Colorado and is eligible for Housing Planning Grant Program Funding; and

WHEREAS, there exists a funding opportunity to help local governments and regional entities develop SB 24-174 compliant housing needs assessments, housing action plans, and comprehensive plans; and

WHEREAS, the Town of Paonia, Colorado has previously completed a Housing Needs Assessment and a Housing Action Plan prior to the passage of SB 24-174, and seeks funding to amend the assessment and plan to comply with SB 24-174; and

WHEREAS, the Town of Paonia, Colorado plans to submit a grant application to the Colorado Department of Local Affairs (DOLA) for the SB 24-174 Housing Planning Grant Program on or before July 11, 2025; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO, COUNTY OF DELTA, STATE OF COLORADO THAT:

SECTION 1. The Board of Trustees of the Town of Paonia, Colorado, approves the submission of the application for funding from the Colorado Department of Local Affairs on behalf of the Town of Paonia, Colorado, to fund amendments to the Housing Needs Assessment and the Housing Action Plan that are compliant with SB 24-174, through the Housing Planning Grant Program as defined by C.R.S. §24-32-3701 – 24-32-3711.

SECTION 2. The Board of Trustees of the Town of Paonia, Colorado, hereby appropriates up to \$10,000 from the General Fund to meet the matching funds requirements set forth by the Colorado Department of Local Affairs Housing Planning Grant Program.

INTRODUCED, READ, APPROVED AND ADOPTED by a vote of ____ for and ____ against at a Special Meeting of the Board of Trustees on June 8, 2025, at 6:30 P.M., at the Paonia Town Hall, 214 Grand Avenue, Paonia, Colorado.

TOWN OF PAONIA, COLORADO

Paige Smith, Mayor

ATTEST:

Samira M. Vetter, Town Clerk