Town of Paonia
214 Grand Avenue
Tuesday, August 26, 2025 6:30 PM
Town Board Minutes

RECORD OF PORCEEDINGS

Mayor Smith calls the meeting to order at 6:30 PM.

Roll Call
Present:
Mayor Smith
Mayor Pro-Tem Swartz
Trustee Czech
Trustee Heck
Trustee Hunter
Trustee Stelter
Trustee Valentine

Approval of Agenda

Trustee Valentine requested clarification on Agenda Item #1. Clerk Vetter explained that the item was inaccurately worded, noting that it is intended as an informational update and has been confirmed by the meeting minutes.

Trustee Hunter makes a motion to approve the agenda, seconded by Trustee Stelter.

The motion carries unanimously.

Announcements

Mayor Smith announced a change in meeting procedures to avoid distractions during the session. Rather than requesting signatures while the meeting is in progress, all required documents will now be signed before adjournment while the meeting remains in public session. This adjustment is intended to maintain order and ensure nothing is overlooked.

Public Comment
There was no public comment.

Consent Agenda

- August 12, 2025 Regular Meeting Minutes
- August 26, 2025 Disbursements

Trustee Stelter makes a motion to approve the Consent Agenda, seconded by Trustee Heck.

The motion carries unanimously.

Staff Reports
Departmental Scorecards

Town Administrator Wynn answers questions about the Departmental Scorecard and goes over the budget worksheet for staff and Trustees.

Discussion topics included: budget priorities, staff needs and wants, Board direction for the building of the budget, process, pros and cons of Board input, best practices, starting point for Town vision, fiduciary responsibility, dream budget vs realistic budget, insurance premium increases, revenue decreases, hydrogeological study, code rewrite, and waterSMART grant.

Actions & Presentations

Item #1 - Consideration of Approval of Citizen Committee Members for the Ad Hoc Short-term Rentals Committee

Mayor Pro-Tem Swartz provided an update about the application and selection process for the community. She went on to announce the public representatives selected at the STR Ad Hoc committee meeting, held August 19th, were Samantha Staley and Julie Bennett, which completes the Board's ad hoc committee on Short Term Rentals.

No motions or actions were taken on this agenda item.

Item #2 - Consideration of a Modification of Premises for Blue Sage Liquor License to Include Sage Alley

Clerk Vetter presents the staff report and explains reason for request.

Trustee Stelter makes a motion to grant the modification of premises for the Sage Alley, seconded by Trustee Hunter.

The motion carries unanimously.

Item #3 - Consideration of Intergovernmental Agreement with Delta County Elections for November 4, 2025 Election.

Clerk Vetter presents the staff report and explains the importance of going into an agreement with Delta County for the November election versus waiting until April.

Trustee Hunter makes a motion to approve the IGA between Town of Paonia and Delta County Elections, seconded by Trustee Stelter.

The motion carries unanimously.

Item #4 - Consideration of Resolution 22-2025 Setting Ballot Language for Allowing the Publication of Disbursements to be Made on the Town Website and at Town Hall Instead of a Newspaper.

Town Administrator Wynn and Clerk Vetter provide background information with discussion including Town Attorney Buchner addressing questions from the Board.

Trustee Stelter makes a motion to approve Resolution 22-2025, to submit a ballot question on the Town being allowed to publish proceedings related to the payment of bills and statements on the Town website only, seconded by Trustee Hunter.

The motion carries unanimously.

Item #5 - Consideration of Colorado Grand Thank You Letter for $17,000 Grant for Bathroom Upgrades

Mayor Smith noted that the letter had been revised after the initial draft presented at the previous meeting, as the first version did not acknowledge the commitments the Town had made regarding the use of the funds. The revised letter was reviewed with no additional comments or changes noted by the Board.

Mayor Pro-Tem Swartz makes a motion to approve the signing, and then send to, the thank you letter to the Colorado Grand for the grant, seconded by Trustee Stelter.

The motion carries unanimously.

Item #6 - Consideration of Ordinance 25-06 Modifying Ch. 2 Art. 8 - Zoning Board of Adjustment

Town Administrator Wynn explains that the ordinance addresses a housekeeping correction that clarifies the Zoning Board of Adjustment's role. It specifies that the board's authority applies exclusively to Chapter 16 of the municipal code, as originally intended. The clarification ensures the Zoning Board of Adjustments is not interpreted as having jurisdiction over all decisions or code variances by the Board of Trustees, but only those related to zoning matters.

Trustee Hunter makes a motion to approve Ordinance number 25-08 with the understanding that Town Municipal Code Section 2-8-40 (Powers and duties), parts 1 & 2 remain unchanged, seconded by Trustee Stelter.

The motion carries unanimously.

Item #7 - Consideration of RFQ 2025-05 IT Professional Services

Board discussion included: explanation of tier services, highlights of existing services and needed services, high priority, security clearance levels, and costs.

Trustee Hunter makes a motion to approve RFQ 2025-05, seconded by Mayor Pro-Tem Swartz.

The motion carries unanimously.

Item #8 - Consideration of RFQ 2025-06 WaterSMART Consultant

Board discussion included: adding conditions of any needed changed by Bureau of Reclamation, scope of services, requirements and new format.

Trustee Hunter makes a motion to approve RFP 2025-06, with the only change being on page six (6), proposal requirements number two (2), bullet three (3); to remove all reference to Streets, Safe Streets For All, the federal water grant language, and also that this be conditional on the receipt and inclusion of any changes from The US Bureau of Reclamation, seconded by Trustee Stelter.

The motion carries unanimously.

Item #9 - Consideration of RFQ 2025-07 Safe Streets for All Consultant

Town Administrator Wynn presents the staff report and updates that the scoring changed from 500 to 600 in evaluation criteria, with 600 as the maximum score allowed.

Topics: grant amount, total project cost, and pushing up the deadline.

Trustee Stelter makes a motion to approve RFQ 2025-07, Safe Streets for All Consultant, seconded by Mayor Pro-Tem Swartz.

The motion carries unanimously.

Item #10 - Consideration of RFQ 2025-08 Construction Management/MT (OA) 5th & Grand Avenue

Town Administrator Wynn explains that the Town previously selected SGM through a sole-source process for construction management, materials testing, and owner's assurance prior to receiving a BUILD grant. To preserve $350,000 in surplus street funds, the Town is now conducting an RFQ process to select a consultant for this work, with SGM still eligible to bid. This change reduces the Town's contribution to approximately $38,000. The agreement requires CDOT approval, and edits may be made per their feedback. This process ensures compliance with federal and state requirements and secures funding coordination with CDOT and the Federal Highway Administration for the project.

Trustee Hunter makes a motion to approve RFQ 2025- 08 with the understanding that any edits coming from CDOT will be included, and if they are substantive, that the Board of Trustees would be notified via email, and the issue dates and the anticipated schedule will be filled out upon hearing back from CDOT, seconded by Trustee Stelter.

The motion carries unanimously.

Mayor & Trustee Reports

None

Adjournment

Mayor Smith adjourns the meeting at 7:57 PM.

Samira M Vetter

Samira M. Vetter, Town Clerk

TOWN OF PAONIA SEAL INC 1902 DELTA COUNTY COLORADO

Paige Smith

Paige Smith, Mayor