

Town of Paonia
214 Grand Avenue
Tuesday, October 28, 2025 6:30 PM
Town Board Minutes

RECORD OF PROCEEDINGS

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

A) Roll Call

Present:

Mayor Smith

Mayor Pro-Tem Swartz

Trustee Czech

Trustee Heck

Trustee Hunter

Trustee Stelter

Trustee Tarnow

B) Approval of Agenda

Trustee Hunter motions for approval of the agenda. Seconded by Trustee Heck.

The motion carries unanimously.

C) Announcements

Mayor Smith reads the announcements regarding the Town is accepting applications for an open seat on the Zoning Board of Adjustments with applications due to the Town Clerk by November 5, 2025. Also noted that the first regular meeting in November has been rescheduled to be held MONDAY, November 10, 2025, at 6:30pm.

Town offices will be closed Tuesday, November 11, 2025, in observance of Veterans Day.

D) Public Comment

P. Scharfenberg, an out-of-town resident, spoke towards a possible donation of an outdoor musical instrument (Cascade Bells) from *Free Note Harmony* to the Town.

E) Consent Agenda

- 1) October 14, 2025, Regular Board Meeting Minutes
- 2) License Renewals
 - a) Liquor License Renewal for Edfoodyo LLC dba NIDO
- 3) October 28, 2025 Disbursements

Trustee Stelter motions for approval of the Consent Agenda. Seconded by Trustee Tarnow.

The motion carries unanimously.

F) Staff Reports

- 1) Department Score Card

Town Administrator Wynn discusses updates to the Departmental Score Card, which included: completion of the hydrology study reimbursement, near completion of the ADA Transition Plan and active survey outreach to mobility-impaired residents, and a completed water meter audit, including replacing a long-defective meter on Grand Avenue with a radio-read model.
- 2) FY 2026 Positions Caps

Town Administrator Wynn described proposed budget staffing changes and clarified full-time equivalent (FTE) allocations across departments for the 2026 budget.
- 3) Public Works monthly Report

Public Works Director Poulos reported efficient operation of the temporary water tank and steady progress across multiple projects, including infrastructure repairs, park and playground improvements, tree maintenance, and ongoing ditch and plumbing repairs.

G) Actions & Presentations

- 1) **Presentation:** Wright Water Engineers, Inc.: Hydrogeological Study — Final Presentation
Jonathan Kelly and Claire Vavrus, consultants from Wright Water Engineers, presented a detailed hydrogeological study of Paonia's spring-fed water system, outlining spring sources, seasonal flow variations, and potential for new development sites, while recommending targeted improvements, infrastructure assessments, and further climate-related monitoring.

Trustee Hunter motions for a 5-minute break. Seconded by Trustee Heck.

The motion carries unanimously.

The meeting reconvenes at 8:26 PM.

- 2) **Consideration of Appointing a Planning Commission Member**
Town Administrator Wynn announced that the sole applicant, Carrie Soto, withdrew her application due to potential conflicts of interest, leaving the position open. Staff will continue to outreach for applicants.

No actions taken on this agenda item.

- 3) **Consideration of Thank You Letters Regarding the Downtown Planters**
Mayor Smith presented three thank-you letters to recognize Christina Patterson, the Paonia Garden Club, and Shane Smith for their contributions to the town planters and watering efforts this year and last. Funds remain for next year's planting, and Mr. Smith has offered to design and plant again.

Trustee Hunter motions to approve the letters. Seconded by Trustee Stelter.

The motion carries unanimously.

- 4) **Sole Source Culvert for Steward Ditch Company**
Public Works Director Poulos outlined plans for Rundle Construction to replace the collapsed Stewart Ditch culvert beneath Apple Valley Drive, citing the company's prior work on the temporary repair and its familiarity with the site and ditch requirements; the project is bid at \$72,500, with total costs estimated at \$175,000 including pipe and concrete work, and will require a budget amendment later this year.

Trustee Hunter motions to approve Rundle Construction as sole source contractor for the Pan American Stewart Ditch crossing repair project, as justified in the attached sole source questionnaire, and authorize the Town Administrator to execute all necessary agreements consistent with construction standards. Seconded by Trustee Stelter.

The motion carries unanimously.

- 5) **RFQ 2025-05 I.T. Managed Services Decision**
The Board reviewed staff's recommendation following evaluation of ten proposals for managed IT services. The top-ranked firm, Istonish, was selected based on cost, qualifications, and CJIS (criminal justice system) certification required for Police Department systems.

Staff praised the high number and quality of submissions, the transparency of the scoring process, and the depth of technical expertise among the review team.

Trustee Stelter motions to authorize the Town Administrator to negotiate and execute a three-year IT services agreement with Istonish, effective December 1, 2025, with two optional one-year renewals. Seconded by Trustee Czech.

The motion carries unanimously.

Istonish representatives, including CEO Annette Quintana, Clinton Marsh, and Andy Russell, joined via Zoom to thank the Board and express enthusiasm for the partnership.

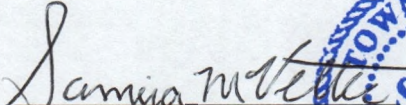
H) Mayor & Trustee Reports

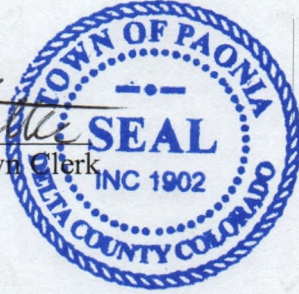
1) Ad Hoc Short-Term Rentals Committee

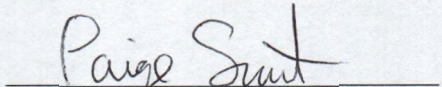
Mayor Pro-Tem Swartz noted the committee's work remains paused during her recovery, with all members preferring to resume under her facilitation before the moratorium ends in spring 2026.

I) **Adjournment**

Mayor Smith adjourns the meeting at 8:45 PM.


Samira M. Vetter, Town Clerk




Paige Smith, Mayor

1. All the above said lands are situated in the Township of ...
County of ... State of ...
and are more particularly described in the ...
of ...

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3. ...

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