



**Town of Paonia**  
**214 Grand Avenue**  
**Tuesday, June 23, 2026 6:30 PM**  
**Board of Trustees Agenda**  
<https://us02web.zoom.us/j/84239389755>  
**Meeting ID: 842 393 89755**

**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.

- A) Roll Call
- B) Approval of Agenda
- C) Announcements
  - 1) There is an open seat on the Paonia Board of Trustees! You must have lived in town limits for at least a year and be a registered voter. Board meetings are the 2nd and 4th Tuesdays of the month with the possibility of special meetings and work sessions as scheduled. Please turn in your application and letter of interest to the Town Clerk by July 1st, 2026 at Noon.
  - 2) There is an open seat on the Paonia Planning Commission! You must live within the town limits to serve on the Commission. Meetings are first Monday of the month . Please turn in your application and letter of interest to the Town Clerk by July 1st, 2026 at Noon.
  - 3) There is an open seat on the Paonia Zoning Board of Adjustments! You do not have to live in Town to serve on this Board. This Board only meets when there is business to put before it. Please turn in your application and letter of interest to the Town Clerk by July 1st, 2026 at Noon.
- D) Public Comment  
Any topic not included under Actions & Presentations; 3-minute time limit.
- E) Consent Agenda
  - 1) Minutes:
    - a) May 29, 2026 Special Board Meeting Minutes
    - b) June 3, 2026 - Special Board Meeting Minutes
  - 2) June 23, 2026 Disbursements
- F) Staff Reports
  - 1) Interim Town Administrators Report
  - 2) Department Score Card

G) Actions & Presentations

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

- 1) Consideration of Agreement with Red Feather Bowmen for the Smith Center
- 2) Consideration of Appointing Two Trustees to the Hiring Committee for the Town Administrator Hiring Process
- 3) Consideration of Process for the Ad Hoc Short Term Rental Committee to Fill Vacant Community Member Seat and Request from Facilitator Scott Brown about Committee Membership
- 4) Consideration of Appointing Interim Town Administrator Sund to the Planning Commission
- 5) Consideration of Appointing Interim Town Administrator Sund to the Ad Hoc Short-Term Rental Committee
- 6) Consideration of Resolution 10-26 Appointment of Officer - Treasurer
- 7) Consideration of Resolution 11-26 Authorized Signatories

H) Executive Session

- 1) Executive Session Pursuant to §24-6-402(4)(e), C.R.S., in order to determine positions relative to matters that are or may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding a possible agreement for transfer and operation of water system with Hidden Valley HOA.

I) Mayor & Trustee Reports

- 1) Ad Hoc Short Term Rentals Committee

J) 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**  
**214 Grand Avenue**  
**Friday, May 29, 2026 2:30 PM**  
**Town Board Special Meeting Minutes**

**RECORD OF PROCEEDINGS**

Mayor Smith calls the meeting to order at 2:30 PM.

A) Roll Call

Present:

Mayor Smith

Trustee Czech

Trustee Fischer

Trustee Foster

Trustee Ostrander

Absent:

Trustee Hunter

B) Approval of Agenda

Trustee Fischer makes a motion to approve the agenda, seconded by Trustee Ostrander.

C) Actions & Presentations

1) Discussion & Consideration of Contracting with Greg Sund as Interim Administrator

Mayor Smith introduced Greg Sund as the candidate for interim Town Administrator as recommended through the Colorado City & County Management Association (CCCMA) and explained that the Board had his resume, the job description, and draft contract for review. She noted the Town's need for continuity during the administrator transition, especially with ongoing grant-funded infrastructure and water projects. She asked Sund to introduce himself first, then would invite questions from Trustees and the public.

Greg Sund, candidate for Interim Town Administrator, introduced himself and provided background experience as City Manager of Trinidad, interim administrator roles since 2020, public works, grants, infrastructure, and citizen engagement.

Board discussion focused on interim management experience, continuity during administrative transitions, grant-funded infrastructure projects, and handling multiple urgent issues.

Mr. Sund emphasized maintaining continuity, supporting staff, keeping projects and reporting on track, encouraging public access to staff, and using short-term

committees for focused community input.

Public Comment:

D. Knutson comments on difference between doing things right and doing the right thing.

P. McCarthy comments on speed of hiring process, Mr. Sunds's background, and intent to file a recall petition.

M. Bachran comments on importance of continuity and polarization within the community.

B. Brunner comments on agreement with Mr. Sund's views on Board policy while Administrator carries it out.

S. Patterson comments on prior situations in Mr. Sund's prior positions.

Board discussion included the selection process, CCMA referral, lack of other available interim candidates, and whether reference checks had been completed. Trustees expressed concern about the short review time, the need for due diligence, and whether to delay action until references could be checked and contract questions reviewed. The Board also briefly discussed potential contract issues, including housing costs, termination language, and whether additional research should be completed before making a final decision.

Trustee Czech makes a motion to accept the consulting agreement for an interim administrator with Mr. Sund.

The motion dies for lack of a second.

Trustee Ostrander makes a motion to host a special meeting on Wednesday, June 3, 2026 at 5:30 PM to hear from staff about formal reference checks completed and to provide feedback, preferably in written form in time to finalize the contract and decision on hire. Seconded by Trustee Foster.

The motion carries unanimously.

D) Adjournment

Mayor Smith adjourns the meeting at 3:43 PM.

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Samira M. Vetter, Town Clerk

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Paige Smith, Mayor

**Town of Paonia**  
**214 Grand Avenue**  
**Wednesday, June 3, 2026 5:30 PM**  
**Town Board Special Meeting Minutes**

**RECORD OF PROCEEDINGS**

Mayor Smith calls the meeting to order at 5:30 PM.

A) Roll Call

Present:

Mayor Smith  
Trustee Czech  
Trustee Hunter  
Trustee Fischer  
Trustee Foster  
Trustee Ostrander

B) Approval of Agenda

Trustee Fischer makes a motion to approve the agenda, seconded by Trustee Czech.

The motion carries unanimously.

C) Actions & Presentations

1) Discussion and Consideration of Approving a Contract with Greg Sund as Interim Administrator

The Board briefly reviewed the proposed contract with Greg Sund as Interim Administrator. Discussion focused on two revisions: allowing Mr. Sund to terminate with five days' written notice, while Town termination would require formal Board action; and providing 50% of housing and utilities costs, up to \$1,000 per month, prorated as needed.

Staff noted that reference checks had been completed and summarized, and that the interim process was being handled through the Colorado City & County Management Association (CCCMA) senior advisory process, not as an open recruitment. The full-time administrator search would occur later through an executive search firm.

No public comments were made or received.

Additional Board discussion confirmed there were no other contract provisions trustees wished to discuss. Mr. Sund confirmed the proposed June 15th start date.

Trustee Czech makes a motion to accept the contract with the proposed changes for the Interim Town Administrator, Mr. Sund. Seconded by Trustee Fischer.

The motion carries unanimously.

D) Adjournment

Mayor Smith adjourns the meeting at 5:43 PM.

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Samira M. Vetter, Town Clerk

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Paige Smith, Mayor

DRAFT

UP PS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
<b>ADP, INC</b>								
<b>723249448</b>								
1352	ADP, INC	723249448	PROF SERV	06/12/2026	42.73		10-41-20 LEGAL, ENGINEERING & PR	06/30/2026
1352	ADP, INC	723249448	PROF SERV	06/12/2026	42.73		10-42-20 LEGAL, ENGINEERING & PR	06/30/2026
1352	ADP, INC	723249448	PROF SERV	06/12/2026	42.73		60-50-20 LEGAL, ENGINEERING & PR	06/30/2026
1352	ADP, INC	723249448	PROF SERV	06/12/2026	42.73		70-51-20 LEGAL, ENGINEERING & PR	06/30/2026
1352	ADP, INC	723249448	PROF SERV	06/12/2026	42.73		80-52-20 LEGAL, ENGINEERING & PR	06/30/2026
Total 723249448:					213.65	✓		
Total ADP, INC:					213.65			
<b>AFLAC</b>								
<b>959920</b>								
749	AFLAC	959920	AFLAC ACH	06/15/2026	145.62		10-0225 AFLAC COVERAGE	06/30/2026
Total 959920:					145.62			
Total AFLAC:					145.62	✓		
<b>All Copy Products Inc</b>								
<b>5039082030</b>								
1268	All Copy Products Inc	5039082030	COPIER - ADMIN	06/11/2026	121.94		10-41-31 DUES & SUBSCRIPTIONS	06/30/2026
1268	All Copy Products Inc	5039082030	COPIER - WATER	06/11/2026	121.94		60-50-31 DUES & SUBSCRIPTIONS	06/30/2026
1268	All Copy Products Inc	5039082030	COPIER - WASTEWATER	06/11/2026	121.94		70-51-31 DUES & SUBSCRIPTIONS	06/30/2026
1268	All Copy Products Inc	5039082030	COPIER - SANITATION	06/11/2026	121.93		80-52-31 DUES & SUBSCRIPTIONS	06/30/2026
Total 5039082030:					487.75			
Total All Copy Products Inc:					487.75	✓		
<b>CIRSA</b>								
<b>INV1004502</b>								
23	CIRSA	INV1004502	BondS AND INSURANCE	06/18/2026	2,676.62	*	10-41-27 INSURANCE & BONDS	06/30/2026
23	CIRSA	INV1004502	BondS AND INSURANCE	06/18/2026	13,823.73	◆	10-42-27 INSURANCE & BONDS	06/30/2026
23	CIRSA	INV1004502	BondS AND INSURANCE	06/18/2026	1,589.10	◆	10-45-27 INSURANCE & BONDS	06/30/2026
23	CIRSA	INV1004502	BondS AND INSURANCE	06/18/2026	1,250.04	◆	10-46-27 INSURANCE & BONDS	06/30/2026
23	CIRSA	INV1004502	BondS AND INSURANCE	06/18/2026	4,495.89	◆	60-50-27 INSURANCE & BONDS	06/30/2026
23	CIRSA	INV1004502	BondS AND INSURANCE	06/18/2026	4,491.81	◆	70-51-27 INSURANCE & BONDS	06/30/2026
23	CIRSA	INV1004502	BondS AND INSURANCE	06/18/2026	3,862.80	◆	80-52-27 INSURANCE & BONDS	06/30/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total INV1004502:					32,189.99			
<b>WIN1001351</b>								
23	CIRSA	WIN1001351	Worker's Compensation Coverage	06/18/2026	177.36		10-41-10 WORKMENS COMPENSATIO	06/30/2026
23	CIRSA	WIN1001351	Worker's Compensation Coverage	06/18/2026	2,704.68		10-42-10 WORKMENS COMPENSATIO	06/30/2026
23	CIRSA	WIN1001351	Worker's Compensation Coverage	06/18/2026	1,718.43		10-45-10 WORKMENS COMPENSATIO	06/30/2026
23	CIRSA	WIN1001351	Worker's Compensation Coverage	06/18/2026	371.88		10-46-10 WORKMENS COMPENSATIO	06/30/2026
23	CIRSA	WIN1001351	Worker's Compensation Coverage	06/18/2026	666.45		60-50-10 WORKMENS COMPENSATIO	06/30/2026
23	CIRSA	WIN1001351	Worker's Compensation Coverage	06/18/2026	432.66		70-51-10 WORKMENS COMPENSATIO	06/30/2026
23	CIRSA	WIN1001351	Worker's Compensation Coverage	06/18/2026	1,577.68		80-52-10 WORKMEN'S COMP	06/30/2026
Total WIN1001351:					7,649.14			
Total CIRSA:					39,839.13			
<b>City of Delta</b>								
<b>72</b>								
24	City of Delta	72	PROF SERV	06/12/2026	6,900.00		10-43-20 LEGAL, ENGINEERING & PR	06/30/2026
Total 72:					6,900.00			
Total City of Delta:					6,900.00			
<b>CivicPlus</b>								
<b>375560</b>								
995	CivicPlus	375560	PROF SERV	06/01/2026	86.83		10-41-20 LEGAL, ENGINEERING & PR	06/30/2026
995	CivicPlus	375560	PROF SERV	06/01/2026	86.82		10-42-20 LEGAL, ENGINEERING & PR	06/30/2026
995	CivicPlus	375560	PROF SERV	06/01/2026	86.82		60-50-20 LEGAL, ENGINEERING & PR	06/30/2026
995	CivicPlus	375560	PROF SERV	06/01/2026	86.82		70-51-20 LEGAL, ENGINEERING & PR	06/30/2026
995	CivicPlus	375560	PROF SERV	06/01/2026	86.82		80-52-20 LEGAL, ENGINEERING & PR	06/30/2026
Total 375560:					434.11			
Total CivicPlus:					434.11			
<b>Consor North America, Inc.</b>								
<b>D253254CO.00 - 4</b>								
1491	Consor North America, Inc.	D253254CO.00	GRANTS PROJECT	06/05/2026	21,700.13		10-45-75 GRANT PROJECTS	06/30/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
Total D253254CO.00 - 4:					21,700.13			
Total Consor North America, Inc.:					21,700.13	X		
<b>Daoine Bachran</b>								
<b>JUNE 2026 TRAINING REIMBURSE</b>								
1516	Daoine Bachran	JUNE 2026 TR	TRAINING	06/08/2026	174.94		10-41-26 TRAVEL, MEETINGS & TRAI	06/30/2026
Total JUNE 2026 TRAINING REIMBURSE:					174.94			
Total Daoine Bachran:					174.94	X		
<b>Delta County Independent</b>								
<b>8DFD59D8-0138</b>								
1183	Delta County Independent	8DFD59D8-013	PUBLICATION	06/01/2026	3.24		10-41-30 PUBLISHING & ADS	06/30/2026
1183	Delta County Independent	8DFD59D8-013	PUBLICATION	06/01/2026	3.24		10-42-30 PUBLISHING & ADS	06/30/2026
1183	Delta County Independent	8DFD59D8-013	PUBLICATION	06/01/2026	3.24		60-50-30 PUBLISHING & ADS	06/30/2026
1183	Delta County Independent	8DFD59D8-013	PUBLICATION	06/01/2026	3.24		70-51-30 PUBLISHING & ADS	06/30/2026
1183	Delta County Independent	8DFD59D8-013	PUBLICATION	06/01/2026	3.24		80-52-30 PUBLISHING & ADS	06/30/2026
Total 8DFD59D8-0138:					16.20			
Total Delta County Independent:					16.20	X		
<b>EAGLE WASH</b>								
<b>1026</b>								
1367	EAGLE WASH	1026	VEHICLE	05/22/2026	109.03		10-42-23 VEHICLE EXPENSE	06/30/2026
1367	EAGLE WASH	1026	VEHICLE	05/22/2026	25.74		10-45-23 VEHICLE EXPENSE	06/30/2026
1367	EAGLE WASH	1026	VEHICLE	05/22/2026	25.74		10-46-23 VEHICLE EXPENSE	06/30/2026
1367	EAGLE WASH	1026	VEHICLE	05/22/2026	25.74		60-50-23 VEHICLE EXPENSE	06/30/2026
1367	EAGLE WASH	1026	VEHICLE	05/22/2026	25.74		70-51-23 VEHICLE EXPENSE	06/30/2026
1367	EAGLE WASH	1026	VEHICLE	05/22/2026	25.73		80-52-23 VEHICLE EXPENSE	06/30/2026
Total 1026:					237.72			
Total EAGLE WASH:					237.72	X		
<b>Empower Trust Company LLC</b>								

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
<b>6-12-2026 PAYROLL</b>								
1190	Empower Trust Company LLC	6-12-2026 PAY	Retirement Plan PPE	06/12/2026	4,006.25		10-0220 RETIREMENT PLAN	06/30/2026
Total 6-12-2026 PAYROLL:					4,006.25			
Total Empower Trust Company LLC:					4,006.25	X		
<b>Fire &amp; Police Pension Assn.</b>								
<b>6-12-2026 PAYROLL</b>								
63	Fire & Police Pension Assn.	6-12-2026 PAY	Payroll Ending	06/12/2026	4,782.63		10-0219 FPPA	06/30/2026
Total 6-12-2026 PAYROLL:					4,782.63			
Total Fire & Police Pension Assn.:					4,782.63	X		
<b>Lasting Impressions</b>								
<b>30370</b>								
98	Lasting Impressions	30370	UNIFORMS	06/04/2026	132.00		10-42-19 UNIFORMS	06/30/2026
Total 30370:					132.00			
Total Lasting Impressions:					132.00	X		
<b>Mail Services, LLC.</b>								
<b>2030453</b>								
645	Mail Services, LLC.	2030453	Postage	06/08/2026	195.80		60-50-17 POSTAGE	06/30/2026
645	Mail Services, LLC.	2030453	Postage	06/08/2026	190.04		70-51-17 POSTAGE	06/30/2026
645	Mail Services, LLC.	2030453	Postage	06/08/2026	190.05		80-52-17 POSTAGE	06/30/2026
Total 2030453:					575.89			
Total Mail Services, LLC.:					575.89	X		
<b>Mesa County Public Health Regional Lab</b>								
<b>18097</b>								
763	Mesa County Public Health Regio	18097	PROF SERV	05/28/2026	30.00		60-50-20 LEGAL, ENGINEERING & PR	06/30/2026
Total 18097:					30.00	X		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
<b>Total Mesa County Public Health Regional Lab:</b>					<u>30.00</u>	✓		
<b>Net2phone Global Services, LLC</b>								
<b>1222971941</b>								
1492	Net2phone Global Services, LLC	1222971941	TELEPHONE	06/01/2026	91.09	✓	10-41-29 TELEPHONE & INTERNET	06/30/2026
1492	Net2phone Global Services, LLC	1222971941	TELEPHONE	06/01/2026	235.77	✓	10-42-29 TELEPHONE & INTERNET	06/30/2026
1492	Net2phone Global Services, LLC	1222971941	TELEPHONE	06/01/2026	26.79	✓	10-45-29 TELEPHONE & INTERNET	06/30/2026
1492	Net2phone Global Services, LLC	1222971941	TELEPHONE	06/01/2026	26.79	✓	10-46-29 TELEPHONE & INTERNET	06/30/2026
1492	Net2phone Global Services, LLC	1222971941	TELEPHONE	06/01/2026	64.30	✓	60-50-29 TELEPHONE & INTERNET	06/30/2026
1492	Net2phone Global Services, LLC	1222971941	TELEPHONE	06/01/2026	26.79	✓	70-51-29 TELEPHONE & INTERNET	06/30/2026
1492	Net2phone Global Services, LLC	1222971941	TELEPHONE	06/01/2026	64.30	✓	80-52-29 TELEPHONE & INTERNET	06/30/2026
<b>Total 1222971941:</b>					<u>535.83</u>			
<b>Total Net2phone Global Services, LLC:</b>					<u>535.83</u>	✓		
<b>North Fork Service (Reedy's)</b>								
<b>MAY 2026</b>								
141	North Fork Service (Reedy's)	MAY 2026	VEHICLE	06/01/2026	1,570.20	✓	10-42-23 VEHICLE EXPENSE	06/30/2026
141	North Fork Service (Reedy's)	MAY 2026	VEHICLE	06/01/2026	384.67	✓	10-45-23 VEHICLE EXPENSE	06/30/2026
141	North Fork Service (Reedy's)	MAY 2026	VEHICLE	06/01/2026	384.67	✓	10-46-23 VEHICLE EXPENSE	06/30/2026
141	North Fork Service (Reedy's)	MAY 2026	VEHICLE	06/01/2026	384.66	✓	60-50-23 VEHICLE EXPENSE	06/30/2026
141	North Fork Service (Reedy's)	MAY 2026	VEHICLE	06/01/2026	384.66	✓	70-51-23 VEHICLE EXPENSE	06/30/2026
141	North Fork Service (Reedy's)	MAY 2026	VEHICLE	06/01/2026	384.66	✓	80-52-23 VEHICLE EXPENSE	06/30/2026
<b>Total MAY 2026:</b>					<u>3,493.52</u>			
<b>Total North Fork Service (Reedy's):</b>					<u>3,493.52</u>	✓		
<b>Pye-Barker Fire &amp; Safety, LLC</b>								
<b>8628453</b>								
1259	Pye-Barker Fire & Safety, LLC	8628453	DUES & SUBSCRIPTIONS	06/01/2026	20.39	✓	10-41-31 DUES & SUBSCRIPTIONS	06/30/2026
1259	Pye-Barker Fire & Safety, LLC	8628453	DUES & SUBSCRIPTIONS	06/01/2026	20.38	✓	10-42-31 DUES & SUBSCRIPTIONS	06/30/2026
1259	Pye-Barker Fire & Safety, LLC	8628453	DUES & SUBSCRIPTIONS	06/01/2026	40.77	✓	60-50-31 DUES & SUBSCRIPTIONS	06/30/2026
1259	Pye-Barker Fire & Safety, LLC	8628453	DUES & SUBSCRIPTIONS	06/01/2026	40.77	✓	70-51-31 DUES & SUBSCRIPTIONS	06/30/2026
1259	Pye-Barker Fire & Safety, LLC	8628453	DUES & SUBSCRIPTIONS	06/01/2026	40.77	✓	80-52-31 DUES & SUBSCRIPTIONS	06/30/2026
<b>Total 8628453:</b>					<u>163.08</u>	✓		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
<b>Total Pye-Barker Fire &amp; Safety, LLC:</b>					<b>163.08</b>			
<b>Rhinehart Oil Co.</b>								
<b>180225CT</b>								
1224	Rhinehart Oil Co.	180225CT	VEHICLE	04/30/2026	113.65	✓	10-45-23 VEHICLE EXPENSE	06/30/2026
1224	Rhinehart Oil Co.	180225CT	VEHICLE	04/30/2026	113.65	✓	10-46-23 VEHICLE EXPENSE	06/30/2026
1224	Rhinehart Oil Co.	180225CT	VEHICLE	04/30/2026	113.65	✓	60-50-23 VEHICLE EXPENSE	06/30/2026
1224	Rhinehart Oil Co.	180225CT	VEHICLE	04/30/2026	113.64	✓	70-51-23 VEHICLE EXPENSE	06/30/2026
1224	Rhinehart Oil Co.	180225CT	VEHICLE	04/30/2026	113.64	✓	80-52-23 VEHICLE EXPENSE	06/30/2026
<b>Total 180225CT:</b>					<b>568.23</b>	✓		
<b>184608CT</b>								
1224	Rhinehart Oil Co.	184608CT	VEHICLE	05/31/2026	155.93	✓	10-45-23 VEHICLE EXPENSE	06/30/2026
1224	Rhinehart Oil Co.	184608CT	VEHICLE	05/31/2026	155.93	✓	10-46-23 VEHICLE EXPENSE	06/30/2026
1224	Rhinehart Oil Co.	184608CT	VEHICLE	05/31/2026	155.92	✓	60-50-23 VEHICLE EXPENSE	06/30/2026
1224	Rhinehart Oil Co.	184608CT	VEHICLE	05/31/2026	155.92	✓	70-51-23 VEHICLE EXPENSE	06/30/2026
1224	Rhinehart Oil Co.	184608CT	VEHICLE	05/31/2026	155.92	✓	80-52-23 VEHICLE EXPENSE	06/30/2026
<b>Total 184608CT:</b>					<b>779.62</b>	✓		
<b>Total Rhinehart Oil Co.:</b>					<b>1,347.85</b>	✓		
<b>Safety-Kleen Corp</b>								
<b>99899535</b>								
148	Safety-Kleen Corp	99899535	OPERATING SUPPLIES	06/05/2026	82.07	✓	10-45-16 OPERATING SUPPLIES	06/30/2026
148	Safety-Kleen Corp	99899535	OPERATING SUPPLIES	06/05/2026	82.07	✓	10-46-16 OPERATING SUPPLIES	06/30/2026
148	Safety-Kleen Corp	99899535	OPERATING SUPPLIES	06/05/2026	82.07	✓	60-50-16 OPERATING SUPPLIES	06/30/2026
148	Safety-Kleen Corp	99899535	OPERATING SUPPLIES	06/05/2026	82.06	✓	70-51-16 OPERATING SUPPLIES	06/30/2026
148	Safety-Kleen Corp	99899535	OPERATING SUPPLIES	06/05/2026	82.06	✓	80-52-16 OPERATING SUPPLIES	06/30/2026
<b>Total 99899535:</b>					<b>410.33</b>			
<b>Total Safety-Kleen Corp:</b>					<b>410.33</b>	✓		
<b>SEELEY, THOMAS</b>								
<b>REIMB VEHICLE MAINT</b>								
1416	SEELEY, THOMAS	REIMB VEHIC	VEHICLE	06/13/2026	134.99	✓	10-42-23 VEHICLE EXPENSE	06/30/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
	Total REIMB VEHICLE MAINT:				134.99			
	Total SEELEY, THOMAS:				134.99	✓		
<b>SERVPRO of Montrose Telluride</b>								
<b>3222</b>								
1025	SERVPRO of Montrose Telluride	3222	BUILDING IMPROVEMENTS	06/10/2026	9,410.10		10-46-73 BUILDING IMPROVEMENTS	06/30/2026
	Total 3222:				9,410.10			
	Total SERVPRO of Montrose Telluride:				9,410.10	✓		
<b>Shums Coda Associates</b>								
<b>20492</b>								
1170	Shums Coda Associates	20492	PROF SERV	06/10/2026	540.00		10-43-20 LEGAL, ENGINEERING & PR	06/30/2026
	Total 20492:				540.00			
	Total Shums Coda Associates:				540.00	✓		
<b>URBAN RURAL CONTINUUM LLC</b>								
<b>SB24-174 ADDENDUM - 1</b>								
1323	URBAN RURAL CONTINUUM LL	SB24-174 ADD	GRANT PROJECT	06/16/2026	8,750.00		10-41-75 GRANT PROJECTS	06/30/2026
	Total SB24-174 ADDENDUM - 1:				8,750.00			
	Total URBAN RURAL CONTINUUM LLC:				8,750.00	✓		
	Grand Totals:				104,461.72			

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Voided	GL Account and Title	GL Period Date
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Board Meeting Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Finance Committee/Mayor: \_\_\_\_\_

Finance Committee/Trustee: \_\_\_\_\_

Trustees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Reviewed: \_\_\_\_\_

# Town of Paonia, Colorado

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## Memorandum

To: Mayor and Board of Trustees  
From: Greg Sund  
CC: N/A

Subject: Meeting Memo

For background, I have historically produced meeting memos for boards that provide some background on the agenda items in general that are separate from the recommendation memos produced by staff for individual agenda items. This is my meeting agenda memo. Because I only have a few days under my belt, I don't have the background I will have in the future on agenda items, so keep that in mind as you read.

C) Announcements

1) If any of the board members are aware of someone you think would be a good addition to the Board of Trustees, please encourage them to apply for the position. If it is possible to attract one or more people willing to accept an appointment until the next regular election, it will save the Town the time and cost of doing a special election.

2) If any of the board members know of someone who would be a good addition to the Planning Commission, please encourage them to apply. If interested parties want to know more about the Planning Commission and the type of issues they address, we are happy to visit with them. It is important to recognize that some of the subjects addressed by the Planning Commission can result in conflicts of interest for some people. Again, we would be happy to visit

with interested persons about this potential so they can decide if the Planning Commission is a fit for them.

3) If any of the Board members know of someone who would be a good addition to the Zoning Board of Adjustment, please encourage them to apply. The need to fill this opening was demonstrated earlier this week when the subject before the board required a super majority. Because only a simple majority was present, the board had to continue their meeting until this coming Monday.

F)

2) Department Score Cards – These are a tool that have been placed in the budget. They are good tools for Department Heads to help plan goals and objectives for the upcoming year that are not capital project related. However, I encourage people to plan no more than 3-5 goals because if one sets too many goals and objectives, they tend to get overwhelmed and not achieve any of them. I plan to visit with staff over the coming weeks as we begin to plan the 2027 Budget regarding how they want to proceed with score cards.

G)

1) Red Feather Bowmen Agreement for Smith Center – As many of the board members know this organization has been key over the years in helping to plan and manage events in the park and also operate a successful and growing archery program during the Fall, Winter, and Spring months in the Smith Center. Staff is proposing a new agreement with them knowing that we are working on new policy regarding use of the building and park that meets the needs of all parties including the Town. The goal is to continue use of the Smith Center to everyone's benefit recognizing that the Town will have to dedicate resources to maintenance and improvement of the building in the future.

2) Town Administrator Hiring Committee – I understand that when Stefen was hired, the Town established a committee of two Trustees and two staff members to work with the recruiting firm. I have been visiting with Staff members and will have names of a couple of them who are interested in serving on this committee when this item comes up.

- 3) Short Term Rental Ad Hoc committee – Please consider over the weekend if the Board wants to establish a process for naming a new person to this committee that will be disbanded after they have made a recommendation to the board of how to proceed in regard to short term rentals. If any of the board members know of someone who may be interested in serving on this committee, please encourage them to apply for the open position.
- 4) Planning Commission – Consideration of Appointing Greg Sund to Serve – I understand Stefen was serving on the Planning Commission. I am happy to serve on the commission also.
- 5) Short Term Rental Ad Hoc Committee – Appointment of Greg Sund – I have experience working in the realm of short term rentals in other positions I have held and I am happy to provide service here on this committee.
- 6) Treasurer Appointment – Greg Sund – I am happy to accept the appointment of Treasurer recognizing that it means I will oversee the financial operations of the Town, not that I will personally be doing all of the work. I have a strong background in finance and I am happy to serve in this role.
- 7) Resolution of Authorized signatures – With Stefen no longer serving day to day, I think it is appropriate to authorize me as a signatory for the Town regarding bank accounts.

Greg Sund  
Interim Town Administrator



## HANSEN COMMUNITY CENTER FACILITY RENTAL APPLICATION

Application Date: 6/16/2026 Organization: The Red Feather Bowmen  
 Contact Name(s): Charles Shelden  
 Mailing Address: 10239 3100 RD Hotchkiss Co, 81419  
 E-mail Address: Charles.shelden@oxbow.com  
 Phone (Primary): 970-210-0536 Phone (Secondary): \_\_\_\_\_  
 Proposed Activity: Archery league/ Jr training  
 Inclusive Date(s): From: Mid November To: March 31  
 Hours Needed: From: Varied To: \_\_\_\_\_  
 Estimated Number of Participants: 20

<u>RENTAL SPACE</u>		<u>USER FEE</u>
<b>HCC - Full and/or Partial Facility</b> Description: <u>Partial</u>	<b>TOTAL</b>	

### REQUEST TO SERVE ALCOHOL AT THE HANSEN COMMUNITY CENTER

\* The above applicant desires to serve alcohol at the function described above.    **Yes**     **No**

\* Alcohol must be contained to your private party and follow all Colorado State Laws, Rules, and Regulations. For Special Events, open to the public, you must obtain a Special Even Liquor Permit from the Town of Paonia.

### USER AGREEMENT

**This agreement covers the leasing of the Hansen Community Center, with the Town of Paonia as the Lessor, The Red Feather Bowmen as the Lessee.**

1. The Lessee agrees to pay Lessor a damage deposit in the amount of \$1,000.00, payable one month before the event.
2. The Lessee agrees to sweep, vacuum and clean the floors, remove all trash, remove all items brought in, place tables and chairs back in storage area, tables to be wiped down before returning to closet, place tables & chairs where they were found on arrival. Cleaning shall include removal of any carpet stains. The Lessee will be billed for any costs that exceed their deposit.
3. The Lessee will occupy the premises for the purposes stated, will occupy only the space(s) leased, will respect the right of others to use other portions of the Community Center, and will not permit or suffer any disorderly conduct, noise, or nuisance whatever about said premises which might have a tendency to annoy or disturb any persons occupying other portions of the building.
4. All events will be terminated at midnight, unless prior approval is granted by Town of Paonia. A minimal of 72 hours is required to extend rental times. No guarantee that such requests will be met.
5. The lessee shall not do any construction work on the premises or make changes without the prior expressed written consent of the Town of Paonia.
6. There will be no animals, dangerous vehicles or materials, or explosives used in this location.
7. Chairs, tables and other equipment shall not be removed from the building.
8. The use of staples, nails, screws, duct tape or glue is NOT allowed. Removable tape is acceptable for applying decorations. Please, be mindful of applying taped decorations to windows, if it is hard to remove you will be charged an extra cleaning fee.
9. The use of tobacco products are not allowed within the buildings.
10. This agreement may be canceled upon the occurrence of any of the following:
  - a. Failure of the Lessee to pay any fees, rents or charges when due or failure of Lessee to comply with the terms of this lease;
  - b. Issuance by any court of an injunction in any way preventing the use of the premises;
  - c. When, through an act of God or other casualty, the premises become unusable;

- d. Either party may cancel by giving the other notice in writing at least 60 days prior to any event. Failure of Lessee to provide such notice will result in forfeiture of 10% of use of facility fee and non-refundable "hold date" deposit .
  - e. The lessor shall have the right to terminate this agreement at the Lessors discretion, if in Lessor's determination the events planned for the facility might cause damage to the premise or might not be in the best interest of the public, or Town of Paonia.
11. Lessee acknowledges and agrees that Lessor has no obligation to provide Lessee with written accounting of the funds retained from the Lessee's damage fees.
  12. Doors are to be locked, windows closed, and lights to be turned off before leaving building. All doors are to be unlocked while building is being occupied.
  13. Lessor agrees to pay for any lost keys and the full cost of re-keying or replacing any locks to which such key provides personal access.
  14. Janitors closet water must be kept slightly on at all times. If the pipes freeze you will be held accountable for repair to plumbing and damage caused by water.
  15. In the event that the fire alarm is activated inadvertently or due to criminal mischief, there will be a \$100 fee payable by the Lessee to the Paonia Fire Department.
  16. ALCOHOL: Must have a designated "ID checker" (Events Only). No alcohol consumption to any persons under the age of 21. All Colorado State Laws must be followed.
  17. If rental balance is not paid at Key checkout, the Reservation Deposit will be forfeit and the reservation will be cancelled.

**RELEASE & INDEMNIFICATION**

In consideration for being permitted to enter upon the property of the Town of Paonia, Colorado, for the purpose of conducting business, meetings, or events upon said premises, I, the undersigned, hereby acknowledge, represent, and agree as follows:

- I acknowledge that my presence on the Town's property may involve risks of injury, loss or damage.
- I expressly assume all risks of injury, loss, or damage to myself or any third party arising out of or in any way related to my presence on the Town's property.
- I exempt, release, and discharge the Town, its officers, its employees, and its agents from any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to my presence on the Town's property.
- I agree to defend, indemnify, and hold harmless the Town, its officers, employees agents, insurers, and self-insurance pool from and against all liability, claims, and demands on account of injury, loss or damage which arise out of or are in any way related to my presence on the Town's property.
- I further agree to be fully responsible for and to render payment to the Town for, any damages to the Town's property, which occurs during my use of such property and which is in any way related to my presence on or use of town property.

This Release and Indemnification Agreement shall be effective as of the date set forth below and shall be binding upon me, my successors, representative, heirs, executors, assigns, transferees, and any other person(s) who may enter the premises upon my invitation.

This contract executed on 6/17, 2026, by the person whose name and signature appear below.

Signature of Responsible Party: Charles E. Sheldon Date: 6/17/2026  
 Printed Name: Charles Sheldon Date: 6/17/2026

**FOR TOWN OF PAONIA USE ONLY**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Paonia Resident	Government Entity	<input checked="" type="checkbox"/> Non-Profit Organization
Non-Resident	Commercial	<input checked="" type="checkbox"/> (Local) Non-Profit Organization

Reservation Deposit -- Due Immediately	Payment	Date Paid	
Rental Balance -- Due at Key Checkout	Payment	Date Paid	
Damage Deposit- Due One Month Prior	Payment	Date Paid	

Reservation Deposit required to hold facility rental date; remainder of Rental Balance is due at key checkout. The building will be inspected within 5 business days following event; if damage has occurred during event, the Lessor will be responsible for all repairs. If there is cleaning necessary above the normal janitorial duties it will be withheld from deposit at the rate of \$50.00/ hour.

PLEASE MAKE CHECKS PAYABLE TO: Town of Paonia

**THANK YOU FOR CONSIDERING PAONIA FOR YOUR EVENT!!!**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/16/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sadler Insurance, div of Specialty Program Group, LLC 300 Connell Drive, Suite 3000, Berkeley Heights , NJ, 07922	CONTACT NAME:		
	PHONE (A/C No, Ext):	800-622-7370 x 300	FAX (A/C No): 803-256-4017
	E-MAIL ADDRESS:	sport7@sadlerco.com	
	PRODUCER CUSTOMER ID :		
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Sports Marketing Program Management Inc. The Red Feather Bowmen Inc.  10239 3100 rd Hotchkiss, CO, 81419	INSURER A :	MS Transverse Specialty Insurance Company	41807
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

**COVERAGES** CERTIFICATE NUMBER: A-FC-SU-26-03-24-368389 490963 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Y	N	M0405GL000001-00	05/16/2026	05/16/2027	EACH OCCURRENCE \$ 1,000,000.00 FIRE DAMAGE TO PREMISES RENTED (Any one premises) \$ 300,000.00 MED EXP (any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 3,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below		N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L EACH ACCIDENT \$ E.L DISEASE - EA EMPLOYEE \$ E.L DISEASE - POLICY LIMIT \$
A	<b>OTHER</b> Abuse/Molestation	Y	N	M0405GL000001-00	05/16/2026	05/16/2027	Each Occurrence: \$ 25,000.00 Aggregate: \$ 50,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Liability Policy Deductible: \$0.00 Deductible for Bodily Injury and \$ 1000.00 per Property Damage Claim. ISO Occurrence form CG 00 01 04 13 and company's specific forms. Coverage for Participant Legal Liability requires that every participant signs a waiver/release The certificate holder is named as Additional Insured with respect to (continued on next page)

**CERTIFICATE HOLDER**

Town of Paonia  
214 Grand Ave  
Paonia, CO, 81428

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE  
  
 Mark Di Perno

<b>AGENCY</b> Sadler Insurance, div of Specialty Program Group, LLC		<b>NAMED INSURED</b> The Red Feather Bowmen Inc.	
<b>POLICY NUMBER</b> M0405GL000001-00		10239 3100 rd Hotchkiss, CO, 81419	
<b>CARRIER</b> MS Transverse Specialty Insurance Company	<b>NAIC CODE</b> 41807	<b>EFFECTIVE DATE:</b> 05/16/2026	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25 **FORM TITLE:** Certificate of Liability Insurance

negligent acts or omissions of the Named Insured and only with respect to the Operations of the Insured during the coverage period.

RE: Registered Archery participants: 05/16/2026 - 05/16/2027; RE: Insured Facilities: Loc1-RFB archery/Smith Center: 211 Grand Avenue, Paonia, CO 81428; Loc 2-RFB Outdoor Archery Range: 40733 Colorado 133, Paonia, CO 81428;



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

<b>AGENDA ITEM:</b>	Staff Report: Consideration of Agreement with Red Feather Bowmen for the Smith Center
<b>SUBMITTED BY:</b>	Daoine Bachran, Permit Coordinator
<b>DATE:</b>	6/18/2026
<b>BACKGROUND:</b>	<p>This lease agreement is a part of the ongoing restructuring of how the Smith Center functions.</p> <p>It is likely an interim agreement to cover the time between now and when a larger framework is created for the Smith Center’s management.</p> <p>Briefly, Red Feather Bowmen has historically provided volunteer services to the Smith Center in trade for the use of the center as an archery range. This lease is designed to ensure they may use the Center once the repairs have completed, no matter the form of management the Smith Center is placed under.</p> <p>Red Feather Bowmen has helped steward the building and its events for years, and the lease guarantees their continuing use of the certified range they built within the center.</p> <p>As it stands, the Town of Paonia is still waiting for the receipt of a Certificate of Insurance from the group naming the Town as an additional insured.</p>
<b>POTENTIAL MOTION:</b>	I move to conditionally accept the lease with Red Feather Bowmen for the Smith Center’s use for a period of 12 months or until the Town enacts an agreement for the building’s management that supersedes the lease - providing Red Feather Bowmen furnishes the proper liability insurance documentation.



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

<b>AGENDA ITEM:</b>	Consideration of Appointing Two Trustees to the Hiring Committee for the Town Administrator Hiring Process
<b>SUBMITTED BY:</b>	Clerk's Office
<b>DATE:</b>	June 23, 2026
<b>BACKGROUND:</b>	<p>The Town is moving forward with the Town Administrator hiring process following the issuance of RFP 2026-03 for an Executive Search Firm. As part of the process, a hiring committee will be formed to assist with review, coordination, and participation in the recruitment process.</p> <p>To ensure Board representation and involvement in the process, staff is requesting that the Board appoint two Trustees to serve on the hiring committee. Interim Administrator Greg Sund will also provide the names of staff members who have expressed interest in participating on the committee.</p> <p>The hiring committee will work in coordination with the selected executive search firm and Town leadership to support the recruitment process for the Town Administrator position.</p>
<b>BUDGET:</b>	There is no additional budget impact associated with appointing Trustees to the hiring committee. Costs related to the executive search process will be addressed through RFP 2026-03 and any related Board-approved contract or expenditure.
<b>RECOMMENDATION:</b>	<p>Staff recommends that the Board of Trustees appoint two Trustees to serve on the hiring committee for the Town Administrator hiring process.</p> <p><b>Suggested Motion:</b> I move to appoint Trustee _____ and Trustee _____ to serve on the hiring committee for the Town Administrator hiring process.</p>
<b>ATTACHMENT:</b>	RFP 2026-03 Executive Search Firm



**TOWN OF PAONIA, COLORADO**

**REQUEST FOR PROPOSAL (RFP)**

***EXECUTIVE SEARCH SERVICES***

***FOR THE POSITION OF TOWN ADMINISTRATOR***

**RFP 2026 - 03**

**ISSUED - June 15, 2026**

**PROPOSAL DUE DATE - July 31, 2026**

## **Request for Proposal (RFP) - Executive Search Services for the Position of Town Administrator**

The Town of Paonia, Colorado (Town) is accepting proposals from executive firms (firms) experienced in Municipal Government recruitment to provide search services for the position of Town Administrator. This request is intended to gather multiple proposals to evaluate which firm best fits the needs of the Town, Mayor, Board of Trustees, and community in the hiring of a Town Administrator.

THIS RFP IS NOT A COMPETITIVE BID BASED ON PRICE ONLY. The RFP allows the Town to select a service provider that best meets the needs of the Town, taking into consideration proper qualifications, price, products, and service capabilities, history of recruiting successful candidates and other factors relevant to the Town's policies, programs, administrative resources, and budget.

This RFP will be advertised on <https://www.bidnetdirect.com/> Any modifications to this RFP or addenda pertaining to this RFP will be published on the above-mentioned web site, and all proposers are responsible for periodically checking this website for relevant updates prior to the submittal of a proposal.

### **COMMUNITY BACKGROUND**

The Town is located on Colorado's Western Slope in the North Fork Valley in eastern Delta County and is situated on the North Fork of the Gunnison River. It is 230 miles southwest of Denver. Primary access is by Highway 133, which connects to I70 and US50. The Town encompasses 0.85 square miles and has a population of approximately 1,500. It's renowned for its high-quality fruit orchards, vineyards, and wineries and is the center of organic agriculture in Colorado and it's spectacular scenery. The North Fork Valley has been designated by the US government as an American Viticulture Area known as the West Elks. The economy also benefits from the one coal mining company that continues to operate in the valley.

Paonia is also recognized for its vibrant arts and creative sector. The Town is home to the North Fork Valley Creative Coalition, which manages Paonia's state-certified Creative District. This initiative has fostered a strong arts community and hosts recurring events such as Final Friday Frolics, the Mountain Harvest Festival, and the Holiday Art Fair. The Town also draws visitors to long-standing traditions including Cherry Days, Top 'O the Rockies BMW Rally, and Pickin' in the Park, reinforcing Paonia's identity as both an agricultural hub and a center of cultural vitality.

The Town provides a full range of public services, including a Police Department, Municipal Utilities (water, wastewater, and trash), Infrastructure (drainage, streets, public buildings, and sidewalks), and Recreational programs (parks and recreation activities). The Town has retained the general counsel contract services of Clayton Buchner.

The Town has a Mayor-Town Board form of government with a contract Town Administrator. There are six (6) Board of Trustee representatives. Each representative is elected to the Board for staggered four (4) year terms. The Mayor is elected for a four (4) year term. Every two (2) years, the Mayor's position (possibly) and at least three (3) Trustee positions are up for election. The Mayor and all Trustees are elected "at-large."

Town staff currently consists of 23 full-time, 1 part-time and 2 seasonal employees to manage the Town's day-to-day business. Town departments include administration, public works, and police. In addition to the Board of Trustees and the Mayor, there are currently three (3) volunteer boards: Planning Commission, combined Zoning Board of Adjustments/Building Code Board of Appeals, and the North Fork Valley Airport Advisory Committee.

### **SCOPE OF SERVICES**

1. Conduct preliminary visit(s) to Paonia to meet with Town staff, Mayor and Board of Trustees to refine the job description including a proposed salary range and benefits to be offered, identify Town needs and goals to develop the candidate profile.
2. Organize and facilitate a meeting with community members, businesses, and organizations to further identify needs and refine the candidate profile.
3. Create an agreed-upon candidate recruitment profile.
4. Create the position application
5. Create a recruitment brochure.
6. Develop the application process and timeline based on weekly milestones to be achieved
7. Utilize public and private sector networks and outreach platforms to advertise the position
8. Screening and Evaluation of applicants;
  - a. Evaluate qualifications
  - b. Conduct preliminary interviews
  - c. Present detailed candidate summaries from initial round of candidates to the Hiring Committee (2 Trustees and 2 staff) – including reference lists and screening results.
9. Selection Support
  - a. Assist the Hiring Committee, Mayor and other Town Trustees in interview planning, facilitation, and adherence to CO candidate confidentiality statutes in order to narrow the pool of candidates to no more than three (3) finalists.
  - b. Provide interview questions and evaluation tools
  - c. Coordinate reference checks and background checks.
10. Assist the Hiring Committee, Mayor and other Town Trustees with a finalists meet and greet and interviews in open public session to include staff, community members, businesses, and organizations.
11. Assist with the selection of the successful candidate
12. Provide contract negotiation transition assistance to hire the selected Town Administrator candidate on or before **February 1, 2027**.

## **PROPOSAL REQUIREMENTS**

Firms responding to this RFP must provide complete and comprehensive proposals that demonstrate the ability to perform the required tasks leading to the successful hiring of a Town Administrator.

### **Proposals shall be concise, well-organized, and include the following information:**

#### **1. Cover Letter & Submission Checklist**

- Include the Proposer Submission Checklist (Attachment A of this RFP).
- Introduce the firm, identifying the principal contact person and the location of the office that will manage the project.
- Provide a brief statement of the firm's interest in and understanding of the project.

#### **2. Firm Qualifications and Experience**

- Describe the firm's history, size, organizational structure, and areas of expertise.
- Provide examples of at least five (5) successfully hired Town Administrators preferably within Colorado and especially rural communities.
- Provide at least (3) examples of brochures previously used that resulted in successful Town Administrator hiring
- Highlight experience providing services to small, statutory Towns.

#### **3. Project Team**

- Identify the proposed project manager, key staff, and technical personnel.
- Provide resumes that highlight relevant certifications, qualifications, and experience.
- Clearly indicate staff availability for this project and their role/responsibility.

#### **4. Project Understanding, Cost and Approach**

- Outline standard search methodology and explain how it will meet our Job Search Goals and comply with Colorado open meeting laws and candidate information confidentiality statutes.
- Proposed cost of services with description of fee structure/breakdown. Provide cost options if applicable.
- Demonstrate an understanding of Paonia's small size, while being responsible for providing potable water (from the west's most complicated raw water system), wastewater treatment and trash services to residents.
- Demonstrate understanding of Paonia's appeal to residents and visitors who enjoy the culture of organic agriculture, slow food movement, local wine, music, fine arts, performing arts and outdoor recreation.

#### **5. Community Engagement and Equity**

- Describe approach to organizing/utilizing initial community, business and other organizations input at start of the process and final public open session interviews of finalist candidates.
- Demonstrate understanding of employment laws as they apply to hiring.

## **6. Quality Assurance**

- Identify internal quality control processes to ensure accuracy, timeliness, and completeness of deliverables.

## **7. Schedule and Availability**

- Proposed weekly timeline for the process proposed including initial applications, screening of applicants, selection of finalists, and selection of Town Administrator by no later than **February 1, 2027**.
- Provide a staffing and availability plan that ensures timely completion of project milestones.

## **8. References**

- Provide contact information for at least three (3) client references for similar work performed in Colorado within the past four (4) years.

## **9. Proof of Insurance**

- Proof of insurance meeting minimum Town and FHWA requirements.

## **10. Other Required Information**

- Any other information the responding firm deems relevant.

## **SUBMISSION INSTRUCTIONS AND DEADLINE**

Firms interested in providing Executive Search Services for the Position of Town Administrator must submit their proposal in accordance with the requirements outlined in this RFP.

Submissions must be clearly titled and in the email subject line as:

**RFP 2026-03 Executive Search Services for the Position of Town Administrator [Insert Firm Name]**

Proposals must be submitted electronically in PDF format by email to:

[Paonia@TownofPaonia.com](mailto:Paonia@TownofPaonia.com)

AND

cc'd to: [SamiraV@TownofPaonia.com](mailto:SamiraV@TownofPaonia.com)

**Deadline: July 31, 2026 12:00 P.M. (Noon), MT)**

- Proposals submitted through bidnetdirect.com or any platform other than direct email will not be considered unless they are also sent to the email addresses above.
- Mailed or hand-delivered proposals will not be accepted.
- Proposals received after the deadline will be rejected.

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFP other than those provided in writing. No oral interpretations will be made to any consultant.

Any questions or requests for clarification must be submitted via email to **Paonia@TownofPaonia.com** and cc'd to Town Clerk **SamiraV@TownofPaonia.com**. All questions must be received no later than **July 20, 2026, at 4:00 P.M. (MT)**. Questions will be answered by publishing an addendum to **bidnetdirect.com**.

The Town reserves the right to request additional information or clarifications from proposers, and to allow corrections of errors or omissions. Submission of a proposal indicates acceptance by the proposer of all conditions contained in this RFP.

## **SELECTION PROCESS**

The Town of Paonia will utilize a qualifications-based selection process.

### **Evaluation of Proposals**

The Town may seek clarification of submitted proposals as deemed necessary. Proposals that do not meet the minimum qualification requirements may be deemed non-responsive.

Proposals will be evaluated by the Hiring Committee based on the criteria outlined in the Evaluation Criteria section of this RFP.

### **Shortlisting and Interviews**

Based on initial evaluations, the Hiring Committee may create a shortlist of the most qualified firms.

Shortlisted firms may be invited to participate in interviews to further assess qualifications, proposed approach, and team capabilities.

## **Final Selection**

Following evaluations and interviews (if conducted), the Hiring Committee will rank firms and make a recommendation to the Paonia Board of Trustees for award of contract. The Committee's recommendation will be based on the firm's overall qualifications, demonstrated experience, project understanding, engagement strategy, and ability to comply with state of Colorado requirements.

Negotiations will then be conducted with the highest-ranked firm to finalize scope, fees, and contract terms. If an agreement cannot be reached, the Town reserves the right to negotiate with the next highest-ranked firm.

## **Anticipated Schedule**

The following schedule is provided as a general guideline and is subject to change at the Town's discretion:

- RFP issued: **June 15, 2026**
- Deadline for Questions: **July 20, 2026, at 4:00 P.M. (MT)**
- Proposals Due: **July 31, 2026, at 12:00 P.M. (Noon, MT)**
- Selection and Recommendation: **August 11, 2026, Board of Trustees Meeting**
- Contract Award: within 7-days of selection
- Notice to Proceed: within 5-Days after fully-executed contract award

## **PROPOSAL EVALUATION**

All proposals will be reviewed and evaluated by the Hiring Committee. The Committee will independently assess and rank proposers in accordance with the evaluation criteria outlined below. Evaluation of proposals will be based solely on the judgment and discretion of the Hiring Committee.

During the evaluation process, all communications shall be directed exclusively to the Town Clerk. Proposers are prohibited from contacting or lobbying members of the Hiring Committee directly. Any attempt to do so may compromise the integrity of the selection process and may result in disqualification.

The Committee will evaluate only those proposals that meet the minimum qualification requirements set forth in this RFP. Proposals that appear unrealistic in terms of technical or

scheduling commitments may be deemed indicative of insufficient competence or a lack of understanding of the complexity and risks inherent in the Town's requirements.

At the Town's discretion, the evaluation process may include oral interviews with shortlisted proposers. If oral interviews are conducted, proposers will be notified in advance of the date, time, location, and any additional information that may be requested. In the event the Town receives three or fewer proposals, the Town reserves the right to forego oral interviews.

**Evaluation Criteria:**

Proposals will be evaluated according to the following criteria. Each criterion will be scored on a zero-to-five-point scale. Scores will then be weighted according to the assigned values to produce a total score. **The maximum possible score is 600 points.** Proposals with higher weighted totals will be considered more advantageous to the Town. See Attachment B for the example scorecard.

**1. Firm Qualifications and Relevant Experience (25 points)**

- Demonstrated experience in creating appropriately tailored candidate recruitment profiles
- Quality of examples of brochures provided and number of previously successful candidate hirings
- Experience with Colorado communities, with an emphasis on western slope communities

**2. Project Team and Key Personnel (25 points)**

- Qualifications, certifications, and experience of proposed project manager identified as the direct point of contact
- Qualifications, certifications, and experience of proposed key staff.
- Availability of identified personnel to perform services throughout the duration of the project

**3. Project Understanding and Approach (25 points)**

- Proposal clearly and thoroughly describes the full breadth of the steps included in the scope of service
- Clarity, feasibility, and proven effectiveness of the process proposed

**4. Community Engagement and Equity (15 points)**

- Demonstrated experience and success with engaging community members, businesses, and organizations in an executive search
- Experience ensuring all applicable state and federal employment laws are employed throughout the search and hiring process

**5. Quality Assurance and Compliance (15 points)**

- Internal processes for ensuring accuracy
- Internal processes for ensuring adherence to timelines, and completeness of deliverables

## **6. References and Past Performance (15 points)**

- Quality of references, successful hires, and prior client satisfaction.
- History of successful hiring outcomes with small municipalities

## **GENERAL TERMS AND CONDITIONS**

### **1. Town's Rights**

The Town reserves the right to conduct its own investigation in evaluating proposals and shall have sole discretion to accept or reject any or all submissions.

### **2. Ownership of Proposals**

All proposals become the property of the Town upon receipt and will not be returned to the proposer, regardless of selection or rejection.

### **3. Public Disclosure**

The Town operates in compliance with applicable public disclosure laws. Proprietary or confidential information should be clearly identified within the proposal and will be protected to the extent permitted by law.

### **4. Proposal Costs**

All costs associated with the preparation and submission of a proposal, including participation in any meetings, interviews, or pre-proposal conferences, shall be borne solely by the proposer. The Town will not reimburse these expenses under any circumstances.

### **5. Conformance with RFP Requirements**

Failure to comply with the instructions, requirements, and format outlined in this RFP, including responding to each item in the Proposal Requirements section, may result in disqualification. Proposals must include all information necessary for a complete evaluation.

### **6. Conflict of Interest**

The successful proposer shall not permit any individual employed by the Town to benefit financially from an interest in the proposer's firm, its affiliates, or any subcontractors engaged in the contract.

### **7. Basis for Selection**

Final selection by the Board of Trustees will be based on the evaluation of the written proposal, reference responses, and any oral interviews conducted by the Hiring Committee.

### **8. Interpretations and Clarifications**

The Town will not be bound by, nor responsible for, any explanations or interpretations of this RFP other than those provided in writing. No oral interpretations will be issued. Any questions or requests for clarification must be submitted by email to: [Paonia@TownofPaonia.com](mailto:Paonia@TownofPaonia.com) and Town Clerk cc: [SamiraV@townofpaonia.com](mailto:SamiraV@townofpaonia.com). The Town reserves the right to request additional information or clarifications from proposers, and to allow correction of errors or omissions.

#### **9. Reservation of Rights**

The Town reserves the right to reject any or all proposals, to waive any informalities or irregularities, and to request new proposals if deemed in the best interest of the Town.

#### **10. Acceptance of Conditions**

Submission of a proposal constitutes acknowledgment and acceptance by the proposer of all terms, conditions, and requirements set forth in this RFP.

The accuracy of the proposal is the sole responsibility of the Proposer. No changes in the proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended. Alternate proposals will not be considered.

The Town reserves the right to accept or reject any and all responses and to waive any informalities or irregularities in said Responses. The RFP does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in the RFP of the change in writing. The Town of Paonia is an equal opportunity employer.

#### **TERMINATION OF CONTRACT**

The Town may, by written notice to the successful Firm, terminate the contract if the Consultant has been found to have failed to perform in a manner satisfactory to the Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance.

The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or a reduction of funding.

## Attachment A

### Proposer Submission Checklist

RFP 2026-03 Executive Search Services for the Position of Town Administrator

#### Town of Paonia, Colorado

The following checklist is provided to ensure that all required elements of the proposal are completed and included. Proposers must verify that their submission contains all items listed below. Failure to include any required item may result in rejection of the proposal as non-responsive.

- Cover Letter** Introduce the firm, identify the principal contact person, and state the office location managing the project.
- Completed Checklist** Attach this Proposer Submission Checklist (Attachment A).
- Firm Qualifications and Experience** Provide firm's history, size, organizational structure, and areas of expertise. Include names of 5 communities with successful Administrator hires and 3 examples of recruitment brochures
- Project Team** Identify project manager and key staff. Include resumes with relevant certifications, qualifications, experience, roles, and availability.
- Project Understanding Cost & Approach** Outline standard search methodology/procedures and explain how it will meet Town's job search needs and proposed cost of services with description of fee structure/breakdown
- Community Engagement & Equity** Describe approach to organizing initial community, business and other organizations input at start of the process and final public open session interviews of finalist candidates.
- Quality Assurance and Compliance** Identify internal quality control processes to ensure accuracy, timeliness, and completeness of deliverables.
- Schedule and Availability** Confirm ability to complete all Scope of Work steps in order for a contract with an Administrator to be executed by **February 1, 2027**.
- References** Provide contact information for at least three (3) client references for similar work performed in Colorado within the past four (4) years.
- Proof of Insurance** Submit documentation meeting minimum Town and FHWA requirements.
- Other Required Information** Include any additional information deemed relevant by the proposer.
- Electronic Submission** Submit as a single PDF, titled: "RFP 2026-03 Executive Search Services for the Position of Town Administrator [Insert Firm Name.]"
- Deadline Confirmation** Submission must be received no later than **12:00 P.M. (Noon), Friday, July 31, 2026 (MT)** by email to **Paonia@TownofPaonia.com** and cc'd to Town Clerk **SamiraV@TownofPaonia.com**.

**Attachment B**

**Evaluation Scorecard**

**Town of Paonia**

**RFP 2026-03 Executive Search Services for the Position of Town Administrator**

**Proposal Evaluation Scoring Sheet**

**Proposer Name:** \_\_\_\_\_

**Evaluator Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Each proposal will be scored on a 0–5 scale for each criterion:**

- **0 = Does not meet requirements**
- **1 = Poor**
- **2 = Fair**
- **3 = Good**
- **4 = Very Good**
- **5 = Excellent**

**Scores will then be weighted according to the assigned point values. The maximum possible score is 600 points.**

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score (0–5)</b>
<b>1. Firm Qualifications and Relevant Experience</b>	25	
<ul style="list-style-type: none"><li>• Demonstrated experience in creating appropriately tailored candidate recruitment profiles</li><li>• Quality of examples of brochures provided and number of previously successful candidate hirings</li><li>• Experience with Colorado communities, with an emphasis on western slope communities</li></ul>		
<b>2. Project Team and Key Personnel</b>	25	
<ul style="list-style-type: none"><li>• Qualifications, certifications, and experience of proposed project manager identified as the direct point of contact</li><li>• Qualifications, certifications, and experience of proposed key staff.</li><li>• Availability of identified personnel to perform services throughout the duration of the project</li></ul>		
<b>3. Project Understanding and Approach</b>	25	
<ul style="list-style-type: none"><li>• Proposal clearly and thoroughly describes the full breadth of the steps included in the scope of service</li><li>• Clarity, feasibility, and proven effectiveness of the process proposed</li></ul>		

<b>Evaluation Criteria</b>	<b>Weight</b>	<b>Score (0-5)</b>
<b>4. Community Engagement and Equity</b>	15	
<ul style="list-style-type: none"><li>• Demonstrated experience and success with engaging community members, businesses, and organizations in an executive search</li><li>• Experience ensuring all applicable state and federal employment laws are employed throughout the search and hiring process</li></ul>		
<b>5. Quality Assurance and Compliance</b>	15	
<ul style="list-style-type: none"><li>• Internal processes for ensuring accuracy</li><li>• Internal processes for ensuring adherence to timelines, and completeness of deliverables</li></ul>		
<b>6. References and Past Performance</b>	15	
<ul style="list-style-type: none"><li>• Quality of references, successful hires, and prior client satisfaction.</li><li>• History of successful hiring outcomes with small municipalities</li></ul>		

**TOTAL SCORE (Maximum 600 points): \_\_\_\_\_**



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

<b>AGENDA ITEM:</b>	Consideration of Process for the Ad Hoc Short Term Rental Committee to Fill Vacant Community Member Seat and Request from Facilitator Regarding Committee Membership
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	June 23, 2026
<b>BACKGROUND:</b>	<p>The Ad Hoc Short Term Rental Committee has a vacant community member seat following Julie Bennett’s resignation. The Board is being asked to consider the process for filling the vacancy and to consider a request from the committee facilitator regarding committee membership.</p> <p>On June 12, 2026, Facilitator Scott Brown emailed the Board of Trustees and stated that he, Sam Staley, and Trustee Fisher agree that Julie Bennett’s seat should be filled before future Short Term Rental Committee meetings move forward.</p> <p>Mr. Brown also recommended that the Board consider adding a third community representative to assist with deliberations, provide coverage when a community representative is absent, and address overall optics. He further stated that having a representative from Common Ground on the committee would likely be beneficial to the overall effort.</p> <p>Mr. Brown noted that there was an application process for the original community member appointments and suggested reviewing those prior applications for possible candidates. The Board may discuss whether to use the prior applicant pool, open a new application period, appoint from prior applicants, modify committee membership, or provide other direction.</p>
<b>BUDGET:</b>	None for this item specifically. Depending on the time needed to fill the vacancy and continue committee work, the Board may need to consider extending Mr. Brown’s facilitator contract beyond July 31, 2026.
<b>RECOMMENDATION :</b>	<p>Staff recommends that the Board discuss the process for filling the vacant community member seat and provide direction regarding the facilitator’s request to consider adding a third community representative, including whether to consider a representative from Common Ground.</p> <p><b>Suggested Motion:</b></p> <p>I move to direct staff to _____ regarding the vacant community member seat and committee membership for the Ad Hoc Short Term Rental Committee.</p>
<b>ATTACHMENT:</b>	None.



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

<b>AGENDA ITEM:</b>	Consideration of Appointing Interim Town Administrator Greg Sund to the Planning Commission
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	June 23, 2026
<b>BACKGROUND:</b>	<p>With Administrator Wynn spending the remainder of his contract time working on finishing several projects, and Interim Town Administrator Greg Sund taking over day-to-day operations, it may be appropriate to appoint Mr. Sund to Mr. Wynn's seat on the Planning Commission.</p> <p>Paonia Municipal Code Section 2-6-30 provides that the Planning Commission includes one (1) administrative member appointed by the Mayor. Mr. Sund has indicated that he would be willing to occupy the administrative member seat while he is serving as Interim Town Administrator.</p>
<b>BUDGET:</b>	There is no budget impact associated with this item.
<b>RECOMMENDATION :</b>	<p>Staff recommends that the Board consider whether to support the Mayor's appointment of Interim Town Administrator Greg Sund to serve as the administrative member on the Planning Commission while he is serving as Interim Town Administrator.</p> <p>Suggested Motion: I move to support the Mayor's appointment of Interim Town Administrator Greg Sund to serve as the administrative member on the Planning Commission.</p>
<b>ATTACHMENT:</b>	None.



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

<b>AGENDA ITEM:</b>	Consideration of Appointing Interim Town Administrator Sund to the Ad Hoc Short Term Rental Committee
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	June 23, 2026
<b>BACKGROUND:</b>	<p>With Administrator Wynn spending the remainder of his contract time working on finishing a few projects and Interim Administrator Greg Sund taking over the day-to-day operations of the Town, it may be appropriate for the Board to appoint Mr. Sund to serve on the Ad Hoc Short Term Rental Committee.</p> <p>The Ad Hoc Short Term Rental Committee includes staff participation as part of the committee structure. Because Mr. Sund is currently serving as Interim Town Administrator and handling day-to-day administrative operations, his participation would allow the committee to continue receiving administrative input and coordination while he is here.</p> <p>Mr. Sund has indicated that he would be willing to occupy the seat while serving as Interim Town Administrator. The Board may consider whether to appoint Mr. Sund to the committee for the duration of his interim service or until further Board action.</p>
<b>BUDGET:</b>	There is no budget impact associated with this appointment.
<b>RECOMMENDATION :</b>	<p>Staff recommends that the Board consider appointing Interim Town Administrator Greg Sund to serve on the Ad Hoc Short Term Rental Committee.</p> <p><b>Suggested Motion:</b></p> <p>I move to appoint Interim Town Administrator Greg Sund to the Ad Hoc Short Term Rental Committee.</p>
<b>ATTACHMENT:</b>	None.



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

<b>AGENDA ITEM:</b>	Consideration of Resolution 10-26 Appointing Greg Sund as Town Treasurer
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	June 23, 2026
<b>BACKGROUND:</b>	<p>Town Treasurer Stefen Wynn is not renewing his contract with the Town. The Board of Trustees has retained Greg Sund to serve as Interim Town Administrator, and Mr. Sund is taking over day-to-day administrative operations of the Town.</p> <p>Resolution 10-26 appoints Greg Sund as Town Treasurer so that the Town has an appointed officer in place to carry out the duties of the Treasurer and support continuity of operations during the interim administration period. The proposed resolution lists only the Town Treasurer appointment and names Greg Sund for that office.</p>
<b>BUDGET:</b>	There is no budget impact associated with this appointment.
<b>RECOMMENDATION :</b>	<p>Staff recommend that the Board consider approval of Resolution 10-26 appointing Greg Sund as Town Treasurer.</p> <p><b>Suggested Motion:</b></p> <p>I move to approve Resolution 10-26 appointing Greg Sund as Town Treasurer.</p>
<b>ATTACHMENT:</b>	Resolution 10-26.

**TOWN OF PAONIA, COLORADO  
RESOLUTION 10-26**

**A RESOLUTION OF THE TOWN OF PAONIA, COLORADO REGARDING THE  
APPOINTMENT OF OFFICERS**

**WHEREAS**, C.R.S. 31-4-304 provides that, after each regular election, the Board of Trustees shall appoint a Clerk, Treasurer, and a Town Attorney; and may also appoint a Town Administrator and other officers deemed necessary for good governance; and

**WHEREAS**, the Paonia Municipal Code chapter 2, Article 3 Section 2-3-10 requires the appointment of officers by a vote of the Board of Trustees: and

**WHEREAS**, the Board of Trustees of the Town of Paonia, Colorado, is required to appoint officers to carry on the business of the town; and

**WHEREAS**, Town Treasurer Stefen Wynn is not renewing his contract, and an Interim Town Administrator has been retained by the Board of Trustees.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Paonia, Colorado, that the following persons are appointed:

Town Treasurer - Greg Sund

**Approved and Adopted June 23, 2026**

Attest:

\_\_\_\_\_  
Paige Smith, Mayor

\_\_\_\_\_  
Samira M. Vetter, Town Clerk



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

<b>AGENDA ITEM:</b>	Consideration of Resolution 11-26 Designating Authorized Signatories for Bank and Credit Accounts
<b>SUBMITTED BY:</b>	Samira Vetter, Town Clerk
<b>DATE:</b>	June 23, 2026
<b>BACKGROUND:</b>	<p>Resolution 08-26 previously designated authorized signatories for applications for new or changes to bank and credit accounts. Due to the administrative transition, Town Administrator Stefen Wynn should be removed from the authorized signatory list and Interim Town Administrator Greg Sund should be added.</p> <p>Resolution 11-26 updates the authorized signatory list to name Greg Sund, Interim Town Administrator, while preserving the existing structure requiring a combination of staff and elected official or Finance Committee signatures for new accounts or changes to accounts.</p> <p>This update supports continuity of operations and maintains municipal financial external controls during the interim administration period.</p>
<b>BUDGET:</b>	There is no budget impact associated with this item.
<b>RECOMMENDATION :</b>	<p>Staff recommends that the Board consider approval of Resolution 11-26 designating authorized signatories for applications for new or changes to bank and credit accounts.</p> <p><b>Suggested Motion:</b></p> <p>I move to approve Resolution 11-26 designating authorized signatories for applications for new or changes to bank and credit accounts.</p>
<b>ATTACHMENT:</b>	Resolution 11-26.

**TOWN OF PAONIA, COLORADO  
RESOLUTION NO. 11-26**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PAONIA, COLORADO  
DESIGNATING AUTHORIZED SIGNATORIES ON APPLICATIONS FOR NEW OR CHANGES  
TO BANK AND CREDIT ACCOUNTS**

**WHEREAS**, the Town Board believes it would be appropriate and in accordance with proper auditing, bookkeeping, and accounting standards for the purpose of maintaining best practices for municipal financial external controls to require a combination of staff and elected official signatures on all applications to set up new or make changes to bank and credit accounts; and

**WHEREAS**, on June 15, 2026 Interim Town Administrator Greg Sund began taking over day to day operations of the Town of Paonia.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Town of Paonia, Colorado, that:

**Section 1.** All applications for bank accounts or credit accounts shall require the following signatures:

1. Greg Sund (Interim Town Administrator) or Samira Vetter (Town Clerk);

AND

2. Paige Smith (Mayor) or Sheree Fischer (Mayor Pro-Tem)

OR

3. Walter Czech (Finance Committee member)

**Section 2.** All such setting up new accounts or changes to accounts shall, henceforth require a combination of one of the persons listed in paragraph #1 and one of the persons listed in paragraph #2 or #3 above.

**THIS RESOLUTION WAS READ, PASSED AND ADOPTED by the Board of Trustees of the Town of Paonia on this 23rd day of June 2026.**

**TOWN OF PAONIA, COLORADO**

ATTEST:

\_\_\_\_\_  
Samira M. Vetter, Town Clerk

\_\_\_\_\_  
Paige Smith, Mayor

June 2, 2026  
Short-Term Rental Ad Hoc Committee  
Executive Summary

The Committee began by recognizing that two members present out of a total of four (four with Hector Mejorado's resignation) did not traditionally represent a quorum. After a good deal of discussion, which included public input, the Committee agreed to continue with the meeting in order to keep the momentum going and take the opportunity to gather public input. All decisions made are advisory until such time as a quorum is present.

Once again, a good deal of public comment was taken during the discussion of action items and not left to the end of the meeting.

## **Action Items**

### **1. Definition of a Single-Bed Room Short-Term Rental**

The committee took another look at this definition and agreed that further refinement/clarification of the language in the original ordinance was needed. The recommendation is that this definition now read:

A privately-owned bedroom within a Primary Residence, or within the Core Commercial District (C-1) that is rented for the purpose of lodging for any period less than thirty (30) consecutive days, where **all** other facilities **are** may be shared with the owner of the dwelling.

### **2. Approach for Licensing Single Room Rentals**

The Committee affirmed the recommendation (from 5.5.26) to stay with the approach outlined in the Common Ground proposal.

### **3. Time frame included in the definition of Primary Residence**

The Committee discussed this topic and took quite a bit of public comment. There was broad agreement within the room as a whole that the definition in the original ordinance be modified to read:

**Primary Residence:** A privately-owned residential dwelling or property at which the **owner** resident resides for at least **{200}** (183) days per year.

### **4. Owner occupied vs. non-owner-occupied dwelling units as STRs**

The Committee took considerable public comment on this topic and it's unfortunate that the meeting was not recorded so as to more fully be able to capture the input. Three main themes were:

- i.) Shift the focus from owner- to resident-occupied.
- ii.) Non-resident units should be the sole focus of the Town's ordinance.
- iii.) Non-resident occupied units should be regulated in a way that isn't overly burdensome and is consistent with the approach outlined in the Common Ground proposal. Resident occupied units should be more leniently regulated.

**Next Meeting: June 16, 2026, 5:00 - 6:30 pm**

There are three remaining items the Committee is tasked with addressing. The Committee agreed to address them in this order:

1. Number of maximum (Dwelling unit/single room) STR licenses offered by the Town and what this number is based on.
2. Possibly assigning the number of STR licenses and the associated parking requirements based respectively on the Town Zoning Classifications - C-1, C-2, R-1, R-2, R-3, and E-1 (See zoning classification descriptions and the Town zoning map)
3. Establishment of a license waiting list used when all allotted licenses have been issued.

The Committee asks staff to provide these materials for the next meeting's packet and be prepared to project these items so the public can view: any survey results, the repealed ordinance, the Common Ground proposal, relevant sections of the municipal code, and information relevant to parking requirements (zoning classification descriptions and the Town zoning map).

The "Living Document" should also be included in the packet and ready to be available for projection. This document includes the up-to-date status of all Committee deliberations and recommendations.

Submitted June 7, 2026 by Scott Brown, Facilitator