



**OFFICIAL MINUTES
REGULAR BOARD MEETING
MAY 5, 2025
901 MAIN STREET, FAIRPLAY, CO 80440**

I. REGULAR MEETING – CALL TO ORDER

A Regular Meeting of the Fairplay Board of Trustees was called to order on Monday, May 5, 2025, at 6:00 PM at Town Hall, 901 Main Street, Fairplay, CO, having previously been posted in accordance with Colorado Open Meetings law.

II. PLEDGE OF ALLEGIANCE

Mayor Just led the pledge of allegiance.

III. ROLL CALL

BOARD MEMBERS PRESENT: Mayor Frank Just, Mayor Pro Tem Ray Douglas, Trustee Erik Baum, and Trustee Josh Voorhis

BOARD MEMBERS ABSENT: None

STAFF IN ATTENDANCE: Town Administrator Janell Sciacca

IV. APPROVAL OF AGENDA

MOTION to approve the agenda as presented was made by Trustee Voorhis and seconded by Mayor Pro Tem Douglas.

- Roll call vote: Unanimous approval.

V. CONSENT AGENDA

A. APPROVAL OF REGULAR MEETING MINUTES – April 7, 2025

B. APPROVAL OF REGULAR MEETING MINUTES – April 28, 2025

C. APPROVAL OF EXPENDITURES – Paid bills for all Town funds from April 26, 2025, through May 1, 2025, in the amount of \$7,696.98.

Scott Dodge, representing Park County Law Enforcement Gives Back, noted a change to the April 7 minutes and requested the golf course for the Nate Carrigan Tournament be corrected to Raccoon Creek. Town Administrator advised she made several minor non-substantiative corrections as well.

MOTION to approve the Consent Agenda with the minute amendments as amended and the expenditures as stated was made by Trustee Baum and seconded by Trustee Voorhis.

- Roll call vote: Unanimous approval.

VI. CITIZEN COMMENTS – None.

VII. PROCLAMATIONS, PRESENTATIONS & UPDATES

A. Proclamation recognizing the week of May 11-17, 2025 as National Police Week.

B. Proclamation recognizing May 4, 2025 as International Firefighters' Day.

Mayor Just read the proclamations into the record and signed each recognizing May 11-17, 2025 as National Police Week and May 4, 2025 as International Firefighters' Day. Town Administrator Sciacca mentioned that the Police Chief Worley had lowered the flag for Firefighters' Day and they were discussing plans to better recognize law enforcement in Park County in the future.

VIII. NEW BUSINESS

A. Interview of Applicants and Appointment to fill Vacant Seat on the Fairplay Board of Trustees.

Applicant Courtney Avery was interviewed to fill a vacancy on the Board of Trustees. Avery expressed a desire to bring diversity and a different perspective to the board and advised she has been involved in various community activities and volunteering. Avery emphasized her enthusiasm and ability to engage with the community.

MOTION to appoint Courtney Avery to the vacant Fairplay Board of Trustee seat for the unexpired term of office ending April 2026 was made by Trustee Voorhis and seconded by Trustee Baum.

- Roll call vote: Unanimous approval.

B. Administration of Oath of Office to Appointed Trustee.

Town Administrator/Clerk Sciacca administered Avery's Oath of Office. Avery assumed her seat at the dais.

C. 2025 1st Quarter Town of Fairplay Financial Update by Amanda Karger, Senior Manager of Plante Moran.

Mayor Just welcomed Amanda Karger and Kari Shea from Plante Moran. Both appeared remotely by TEAMS. Karger and Shea presented a financial update for the Town sharing and reviewing the following key points:

- 2023 audit closed, 2024 audit underway and expected to be completed by the end of June
- Year-end entries for 2024 complete
- Improvements made to streamline financial and accounting processes:
 - Payroll process streamlined, reducing processing time significantly.
 - Payroll remittances and related bills handled more efficiently.
 - Better procedures have established for smooth flow into the general ledger.
- Evaluating tools to modernize accounting processes, including:
 - Exploring options for electronic payments to reduce errors and save time.
 - Exploring improvements to the chart of accounts to better handle grants and evolving financial needs.
 - Exploring adding Accounts Receivable (AR) module to improve financial tracking.
- Advised elimination of the Internal Service Fund was being considered:
 - The current ISF mainly covers vehicle purchases but not maintenance or operational costs.
 - Hinkle & Co has preliminarily indicated current setup may not truly qualify.
 - Could save time and improve efficiency in accounting processes but would not be implemented until the 2026 budget year.
- Plans for ongoing support:
 - Continued monthly accounting and financial reporting support.
 - Ongoing review and recommendations for improving efficiency and systems.
 - Preparation for upcoming budget discussions for the next fiscal year.
- Discussion on electronic payments and security measures:
 - Town now uses US Bank's services, which includes security features like Positive Pay.
 - Multiple approval levels are in place for larger transactions.
 - Accounts are being consolidated to improve oversight and security.

Karger mentioned that overall, the Town was doing well and making significant improvements. Town Administrator Sciacca noted the new one-page concise financial report format in the packet which replaced the previous lengthy report. The Board thanked Karger & Shea for the relationship with Plante Moran and acknowledged the improvements seen to date. Mayor Just requested more detailed descriptions for expenditures in future reports and Sciacca acknowledged she was working with Staff to try accomplish this but was happy to continue to answer questions at meetings.

D. FIRST READING – Should the Board of Trustees for the Town of Fairplay approve the adoption of Resolution No. 15, Series of 2025, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, APPROVING AN AMENDED CONSTRUCTION CONTRACT WITH JOC CONSTRUCTION FOR THE 501 MAIN BURRO MUSEUM RENOVATION PROJECT.”?

Town Administrator Sciacca presented noting key amendments/additions including removal of ceiling tiles and grid to increase ceiling height, installation of new lighting, swapping the glass door in the hallway with a wood door, and additional wood trim around windows, doorways, and baseboards to closer complement the Visitor Center finishes. Sciacca reported the cost increase was negotiated down by JOC from \$12,999 to approximately \$7,500. Mayor Just expressed concerns about the piecemeal approach to the project and the contractor's initial assessment. Trustee Voorhis noted that the increase was less than 10% of the total cost, which is within typical expectations for project changes. The Board discussed the importance of comprehensive assessments from contractors in future projects.

MOTION to approve adoption of Resolution No. 15, Series of 2025, as presented was made was made by Trustee Voorhis and seconded by Trustee Avery.

- Roll call vote: Unanimous approval.

IX. STAFF AND BOARD OF TRUSTEE REPORTS

Town Administrator Sciacca provided updates on ongoing projects advising the River Park project was progressing, though weather was predicted to be a hindrance. She reminded of the upcoming Excel pole replacement project scheduled for May 28, weather

permitting; that a report was in progress for 501 Main to determine if hail damage occurred before or after town possession, and in the interim JOC was helping to obtain a quote for repairs, including core analysis; she would be sharing a CIRSA resource video with Board members on quasi-judicial processes for elected officials; former officer Steve Berlanga was returning as a part-time employee and would be helping to focus on code enforcement issues and event assistance.

Trustee Baum inquired about the timing of the upcoming work session on Monday, May 12. Sciacca confirmed the start time of 5:00 PM. Baum also asked about the threshold for the Lidar speed cameras, which Town Administrator Sciacca clarified as 10 miles over the limit on Main Street and US285.

Mayor Just thanked Town Administrator Sciacca for coordinating with Plante Moran to improve the Town's accounting and financial processes.

X. ADJOURNMENT.

There being no further business before the Fairplay Board of Trustees, Mayor Just declared the meeting adjourned at 7:30 PM.

BOARD OF TRUSTEES, FAIRPLAY, COLORADO

ATTEST:

Frank Just, Mayor

Janell Sciacca, Town Clerk