1. Meeting Material

    Documents:

    FEBRUARY_3_2025_MINUTES.PDF
    FEBRUARY_3_2025_AGENDA.PDF

OFFICIAL MINUTES
REGULAR BOARD OF TRUSTEES MEETING
FEBRUARY 3, 2025
901 MAIN STREET, FAIRPLAY, CO 80440

I. 6:00 PM – CALL TO ORDER

A Regular Meeting of the Fairplay Board of Trustees was called to order on Monday, February 3, 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 Pete Lynn, Trustee Ray Douglas, and Trustee Josh Voorhis.
BOARD MEMBERS ABSENT:	Trustee Erik Baum
STAFF IN ATTENDANCE:	Town Administrator Janell Sciacca, Town Attorney Joe Rivera, Streets & Utilities Superintendent Tim Medlin, Building Official Kyle Parag, Special Events Coordinator Julie Bullock and Special Events Assistant Kelsey Sprys.

IV. APPROVAL OF AGENDA

MOTION to approve the agenda as presented was made by Trustee Voorhis and seconded by Mayor Pro Tem Lynn.
• Roll call vote: Unanimous approval.

V. CONSENT AGENDA

A. **APPROVAL OF EXPENDITURES** – Paid bills for all Town funds from January 4, 2025, through January 31, 2025, in the amount of **$201,894.95.**

Mayor Just noted the expense for excavation due to a leak and suggested Staff ensure thorough evaluation before conducting any excavations in the future. Town Administrator Sciacca advised that Staff did perform leak detection even utilizing a professional company prior to making the decision to dig. She noted that the expense also included some materials and parts that were left with the Town, so the expense was not entirely for excavation.

MOTION to approve the Consent Agenda as presented with the expenditures as stated was made by Mayor Pro Tem Lynn and seconded by Trustee Voorhis.
• Roll call vote: Unanimous approval.

VI. CITIZEN COMMENTS

Town Attorney Rivera highlighted the Town's updated policy on not responding to citizen comments directly and instead having the Board instruct Staff to respond separately and provide status updates to them when appropriate.

Kenny Shaw (520 Hathaway St, Fairplay) addressed concerns regarding parking changes on 6th Street near the church. Specifically, the red curb markings, and lack of notifications to the church and the school resulting in preschool drop-off issues. He also highlighted the improperly installed handicap sign on the church fence.

- Action: Town Administrator Sciacca will follow up with Shaw to resolve the issue and provide an update to the Board at an upcoming meeting.

Amber Wann (9426 Wickerdale Court, Highlands Ranch) expressed concerns about banning of jack chains for the Town's Burro Day's race as well as language labeling them as "lessors" for renting donkeys. The Board acknowledged that further research would be required before making any rule changes.

- Action: A work session was scheduled for February 24 to discuss Events in general and the concerns raised by Wann. Staff will research the concerns and provide additional information at the work session.

The Board discussed the new policy on responses to citizen comments. It was suggested that staff should respond to citizen concerns within three days when possible, but more complex matters might take longer.

VII. PROCLAMATIONS, PRESENTATIONS AND UPDATES

A. Presentation and Request by Boys and Girls Club of the High Rockies

CEO Jessica Bartak appeared with several staff members and presented an overview of the Club's programs and services:

- Serve 166 registered members with 33 average daily attendees.
- Provide after-school programs, community outreach, and academic success programs.
- Focus on healthy lifestyles, academic success, and good character.
- 77% of members qualify for scholarships, making the programs free for many families.

They requested support for their $20,000 Mardi Gras fundraising goal. The board discussed financial contributions with a proposal to donate $7,500 to the club and Town Administrator Sciacca provided two different budget line items it that would allow for the donation.

MOTION to donate $7,500 to the Boys and Girls Club of the High Rockies made by Trustee Voorhis and seconded by Mayor Pro Tem Lynn.

• Roll call vote: Unanimous approval.

Mayor Just recommended the Club also reach out to the Park County Commissioners and Town of Alma to request donations to match the one made by the Town of Fairplay.

VIII. NEW BUSINESS

A. FIRST READING – Should Approve the Adoption of Resolution No. 7, Series of 2025, entitled, "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO APPROVING AN AMENDED AGREEMENT FOR PROFESSIONAL SERVICES WITH TOM FLANNERY FOR GRANT WRITING AND MANAGEMENT SERVICES."?

Town Administrator Sciacca reported that an amendment was recommended to adjust the insurance requirements to reflect Flannery's status as an individual contractor and the services to be provided and would reduce the cost of liability insurance and workers' comp, which would be prohibitively expensive under the original contract terms.

MOTION to approve Resolution No. 7, Series of 2025, as presented with recommended amendments to reduce insurance clauses was made by Mayor Pro Tem Lynn and seconded by Trustee Voorhis.

• Roll call vote: Unanimous approval.

B. FIRST READING – Should Approve the Adoption of Resolution No. 8, Series of 2025, entitled, "A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO APPROVING THE COLORADO WATER/WASTEWATER AGENCY RESPONSE NETWORK (CoWARN) MUTUAL AID AND ASSISTANCE AGREEMENT."?

Town Administrator Sciacca presented an overview of the Staff Report highlighting the benefits:

- The agreement allows the town to join a statewide network for emergency water and wastewater assistance.
- No cost to the town to join; costs are limited to reimbursement for lodging and meals and manpower.
- Provides access to licensed personnel and equipment from other participating entities.
- The network includes towns, special districts, and larger cities.

Sciacca recommended approval as presented. The Board generally felt the concept was fantastic and could benefit the Town.

MOTION to approve Resolution No. 8, Series, of 2025, as presented was made by Trustee Voorhis and seconded by Trustee Douglas.
• Roll call vote: Unanimous approval.

IX. OTHER BUSINESS

A. Discussions with Town Attorney regarding:

i. Proposed revisions to Paid Time Off (PTO) Policy to be included in updated Employee Handbook.

Town Attorney Rivera obtained input and clarifications from the Board to supplement information provided to him from Town Administrator Sciacca in order to present amendments to the Town's PTO policy. Following discussion, the Board agreed to amend the policy to implement a 240-hour cap on vacation time and mandate a minimum of two weeks of vacation to encourage employees to take time off. Questions were raised about how to handle accrued PTO hours under the current policy and ensure a smooth transition and Town Attorney Rivera stated he would research the matter in order to provide recommendations for transitioning current PTO balances as well as a 104 hour cap on sick time, 50% payout of sick time upon separation, doing away with comp time and paying out all overtime as well as a bonus program for employees not using sick time. The Board generally agreed they would like to aim for policy implementation by August 1, 2025 and provide employees time to review and provide feedback before the policy is finalized.

ii. Proposed updates to Fairplay Municipal Code regarding Parking and Right-of-Way Use Rules and Restrictions.

Town Attorney Rivera obtained input from the Board in order to draft an ordinance to implement parking restrictions including no parking for streets with curb and gutter or sidewalks and situations that would obstruct snow removal or drainage and also focus on avoiding conflicts with businesses. The issue of long-term storage in the right of way was also discussed along with abatement procedures. Rivera will review parking regulations from other jurisdictions and provide a draft ordinance for further review and discussion.

iii. Other important matters that the Board would like to provide information and direction on.

X. BOARD OF TRUSTEE AND STAFF REPORTS

Town Administrator Sciacca reported that written Staff Reports were being moved to the 2nd meeting of the month in order to allow for a full month of activities and stats in reports.

She directed the Board to the Events Report in the packet and advised that Special Events staff provide the report for the Board's information, but were requesting direction on several items. Special Events Coordinator Bullock gave a general overview of the report and then highlighted sections for directions. The Board agreed that they would like to award up to 3 scholarships in the amount of $2,500 each. They also agreed to $5,000 in Burro Days Funding for school programs and supplies and directed Staff to contact the South Park School for additional information and applications. The Board also discussed giving the monies to the Automotive or Welding CTE programs.

Sciacca then reported the 1st community meeting for the Xcel pole replacement project was set for Febryart 19 at 4 PM, Public Works would be inspecting light poles on Main after one fell over the weekend and it looked to be rusted out, and Public Works Staff were also attending multiple trainings as were noted in the written report in the packet.

Trustee Voorhis reported that a citizen expressed concern of the police department's budget allocation and didn't always see Officers in town or on their particular street. Sciacca noted she had asked the Chief to improve on communications using Facebook, but had also requested a 1 year report on their activities. This would be in the next packet. Voorhis also noted a resident raised concerns regarding code enforcement related to junk yards and storage of or repair of automobiles from a residence. Sciacca advised Staff would look into this and there was a process in place to address this, but updates to the Town code would help and would hopefully be part of a current recodification process.

Sciacca also reported that Chief Worley would be returning to the office soon and he would be scheduled to present numbers from an additional traffic study that was conducted on US 285 from Emergent Enforcement that was done at the request of CDOT.

Sciacca also reported on a trash complaint received about the CDOT housing development on Hathaway. The complaint was sent to CDOT Property Manager David Fox who advised the situation was being addressed. The Town offered to allow trash to be taken to the dumpster as public works in the interim. Sciacca reported that Jeff Wagner, the adjacent property owner, requested enforcement of littering and nuisance laws by the Town. There was debate that the wind could have the trash from elsewhere.

Trustee Douglas reported that he has received a letter from CUSP recommending the Town pay dues beginning in 2025. He presented the letter to Sciacca and the Board requested the matter be scheduled for the action at the next meeting.

Mayor Just provided a brief synopsis of discussions from the last Intergovernmental meeting held in Alma. Just felt it was one of the better meetings held. He reported that Xcel provided a presentation on the upcoming pole replacement project which was planned for 6 hours in May.

XI. ADJOURNMENT

There being no further business before the Fairplay Board of Trustees, Mayor Just declared the meeting adjourned at 8:51 PM.

FAIR PLAY TOWN SEAL COLORADO

BOARD OF TRUSTEES, FAIRPLAY, COLORADO

Frank Just, Mayor

ATTEST:

Janell Sciacca

Janell Sciacca, Town Clerk

AGENDA for a Regular Meeting of the Board of Trustees of the Town of Fairplay, CO Monday, February 3, 2025, at 6:00 P.M. in the Fairplay Town Hall Board Room, 901 Main St, Fairplay, CO

Join the TEAMS Meeting (Meeting ID: 235 303 744 254 / Passcode: d8pf7zX2)

5:00 PM WORK SESSION – BUILDING OFFICIAL PRESENTATION WITH DISCUSSION REGARDING ADOPTION OF 2024 I-CODES.

(Work Sessions are held for the Board to receive, review, discuss, and analyze information on complex issues or proposals; allow for more in-depth discussions without taking any formal action; and study and better understand matters before making a formal decision during a separate public meeting where official votes are taken)

I. 6:00 PM CALL TO ORDER

II. ROLL CALL & PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

IV. CONSENT AGENDA (*This item is intended to streamline the Board Meeting grouping routine, non-controversial business. The public or the Board Members may ask that an item be removed from the Consent Agenda for individual consideration.)*

- **A. APPROVAL OF EXPENDITURES –** Paid bills for all Town funds from January 4, 2025, through January 31, 2025, in the amount of **$201,894.95.**

V. CITIZEN COMMENTS (*This item allows the public to sign up to address the Board on matters that are not already on the agenda. Comments are limited to 5 minutes per person. On advice of counsel, neither the Board nor Staff members will directly respond to comments; instead, the Board will direct Staff to respond and, when necessary, provide a status update to the Board.)*

VI. PROCLAMATIONS, PRESENTATIONS & UPDATES

- **A.** Presentation and Request by Boys and Girls Club of the High Rockies.

VII. NEW BUSINESS

- **A. FIRST READING –** Should Approve the Adoption of Resolution No. 7, Series of 2025, entitled, **"A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO APPROVING AN AMENDED AGREEMENT FOR PROFESSIONAL SERVICES WITH TOM FLANNERY FOR GRANT WRITING AND MANAGEMENT SERVICES."?** *The Board will consider a resolution approving an amended professional services agreement for grant writing and management services.*
- **B. FIRST READING –** Should Approve the Adoption of Resolution No. 8, Series of 2025, entitled, **"A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO APPROVING THE COLORADO WATER/WASTEWATER AGENCY RESPONSE NETWORK (CoWARN) MUTUAL AID AND ASSISTANCE AGREEMENT."?** *The Board will consider a resolution approving the Town's participation in the CoWARN Water and Wastewater emergency response network.*

VIII. OTHER BUSINESS:

- **A. Discussions with Town Attorney regarding:**
  - i. Proposed revisions to Paid Time Off (PTO) Policy to be included in updated Employee Handbook.
  - ii. Proposed updates to Fairplay Municipal Code regarding Parking and Right-of-Way Use Rules and Restrictions.
  - iii. Other important matters that the Board would like to provide information and direction on.

IX. STAFF AND BOARD OF TRUSTEE REPORTS

X. ADJOURNMENT.

Upcoming Meetings / Important Events

Fairplay Mountain Mardi Gras	February 15, 2025
Presidents' Day Holiday *(Board Mtg Cancelled & Town Offices Closed)*	February 17, 2025
Public Information Meeting – Xcel Pole Replacement Project	February 19, 2025
Board of Trustees Special Meeting	February 24, 2025
Board of Trustees Regular Meeting	March 3, 2025

Posted at Fairplay Town Hall, Fairplay Public Library, 501 Main Visitor Center, Prather's Market and on the Town of Fairplay Website (www.fairplayco.us) on Friday, January 31, 2025. THIS AGENDA MAY BE AMENDED.