



**OFFICIAL MINUTES
REGULAR BOARD MEETING
NOVEMBER 17, 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, November 17, 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 Courtney Avery, Trustee Josh Voorhis, and Trustee Erik Baum.

BOARD MEMBERS ABSENT:

STAFF IN ATTENDANCE: Town Administrator Janell Sciacca, Town Attorney Joe Rivera, Chief of Police Jeff Worley, Building Official Kyla Parag, and Town Engineer Deron Dirksen.

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 RECONCILIATIONS for all Town Financial Accounts for the months of July, August & September 2025.

B. APPROVAL OF CHECK AND ACH EXPENDITURES ISSUED THROUGH BILL.COM – Paid bills for all Town funds from November 1, 2025, through November 13, 2025, in the amount of \$215,544.78.

Town Administrator Sciacca provided explanations for several questions from Trustee Baum

MOTION to approve the Consent Agenda as presented with the reconciliations as presented and expenditures as stated was made by Mayor Pro Tem Douglas and seconded by Trustee Voorhis.

- Roll call vote: Unanimous approval.

VI. CITIZEN COMMENTS

Kenny Shaw, 520 Hathaway, thanked the board for improvements at the 6th and Hathaway intersection. He said the changes have made the intersection safer and appreciated the Town's efforts.

VII. PROCLAMATIONS, PRESENTATIONS & UPDATES

A. Mayor's Proclamation announcing High Rockies Community School as 2026 Mountain Mardi Gras Royalty.

Mayor Just read the proclamation into the record and signed proclaiming High Rockies Community School as the 2026 Fairplay Mountain Mardi Gras Royalty. He reminded the annual event has raised over \$100,000 in funds for local nonprofit organizations and the 2026 event would take place February 21, 2026, featuring Cajun-style food, entertainment, and community participation. Town staff announced implementation of a new online ticketing and donation system to make purchasing tickets and contributing easier. Representatives of High Rockies in attendance expressed appreciation for being selected and stated they were proud to represent the community and participate in the event.

B. Presentation by Performance Services Regarding Project Services Partnership.

Performance Services representatives Kate Sawyer, David Koch, Ryan Quigley, Kasia Bulkowski, Daniel MacRostie and Tim Weber appeared. Sawyer provided an overview of the company and what they do as integrated design-build and energy services company working primarily with public sector clients and specializing in municipal, governmental, and K-12 projects, including facility upgrades, infrastructure improvements, and new construction. Sawyer also reviewed their design-build delivery model with a "no change order guarantee" and Energy Performance Contracting which focuses on upgrading existing infrastructure and facilities to reduce energy usage to result in savings to be used to finance project costs. Quigley discussed Water and Wastewater

infrastructure opportunities and results of their initial observations for water meter replacement and modernization, water plant improvements and wastewater system upgrades. The proposed EPC process would involve an assessment, Investment Grade Audit (IGA) feasibility studies and needs assessments and comprehensive report with planning recommendations with the overall process taking approximately 16 weeks. Sciacca then reported that the MOU she signed was to allow Performance Services to conduct initial exploratory work at no cost to the Town. Signing for an IGA is when money would be spent if the Town moved forward with any project. The Mayor noted the value of the single point of responsibility model in construction and project management, based on his experience as a general contractor. Board members expressed appreciation for the team's willingness to work with the Town and explore potential infrastructure and facility improvements.

VIII. PUBLIC HEARINGS

- A. CONTINUED FROM OCTOBER 20, 2025 - FOURTH READING** – Should the Board of Trustees for the Town of Fairplay approve the adoption of Ordinance No. 3, Series of 2025, entitled **“AN ORDINANCE ADOPTING BY REFERENCE THE 2024 EDITIONS OF THE INTERNATIONAL BUILDING CODE, INTERNATIONAL RESIDENTIAL CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL PROPERTY MAINTENANCE CODE, INTERNATIONAL EXISTING BUILDING CODE, INTERNATIONAL ENERGY CONSERVATION CODE, INTERNATIONAL SWIMMING POOL AND SPA CODE, INTERNATIONAL WILDLAND-URBAN INTERFACE CODE, INTERNATIONAL FIRE CODE, THE 2023 NATIONAL ELECTRICAL CODE, COLORADO FUEL GAS CODE, COLORADO PLUMBING CODE, COLORADO WILDFIRE RESILIENCY CODE, COLORADO MODEL ELECTRIC READY AND SOLAR READY CODE ALL REGULATING THE ERECTION, CONSTRUCTION, ENLARGEMENT, ALTERATION, REPAIR, MOVING, REMOVAL, DEMOLITION, CONVERSION, OCCUPANCY, EQUIPMENT, USE, HEIGHT, AREA AND MAINTENANCE OF ALL BUILDINGS OR STRUCTURES, AND BUILDING SERVICE EQUIPMENT; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE OF MARCH 1, 2026.”?**

Mayor Just introduced the item and provided an overview. The Public Hearing was opened at 6:59 PM. Building Official Parag reported the proposal was for updating the Town's building codes from the 2018 editions to the 2024 editions. The update is intended to keep the Town within six years of the current code cycle, maintain eligibility for certain state housing grants and funding opportunities, and avoid potential future requirements to adopt more restrictive energy codes mandated by the State. Parag indicated that the estimated construction cost increase associated with the update was approximately 1–3% for a typical single-family home, most structural requirements such as snow load and insulation values remain unchanged and the primary changes included minor energy code updates, such as lighting control requirements.

Just opened the floor to public comment:

- Monica Douglas, 389 Aspen Way, questioned whether the updated codes would apply to existing buildings. Parag clarified that the codes apply only to new permits submitted after the effective date, not to existing structures unless major work was to be performed.
- Scott Dodge, 1317 Meadow Drive, raised questions regarding the timeline for adopting the updated codes and whether adoption was required immediately. He discussed potential state energy code requirements expected after July 1, 2026 and suggested the Town may need to adopt local amendments prior to that date to maintain flexibility. Dodge also raised concerns about the Board of Appeals structure within the ordinance and suggested consideration of a citizen advisory board or planning commission to review of appeals. Parag explained that the ordinance language allows for a Board of Appeals to be created when necessary, but due to the difficulty of maintaining a standing board with qualified members, the Board of Trustees serves as the appeal body when and if needed.
- Sam Weaver, 500 Bogue Street and local builder, expressed concern about potential construction cost increases associated with adopting updated codes. He questioned the estimate of a 1–3% cost increase and asked what data supported the estimate. Weaver also raised concerns that stricter building requirements may increase housing costs and encourage more modular home construction as a cost-saving alternative. Staff cited analysis from the National Association of Home Builders (NAHB) for the estimated cost increase and clarified that modular homes are regulated by state-level codes, and the Town's code would primarily apply to foundations and site work.

The floor was closed to public comment at 7:53 PM.

Additional discussion focused on insurance and ISO ratings, grant eligibility, and the Wildland Urban Interface (WUI) code. Parag explained that adopting current codes could help the Town obtain a Building Code Effectiveness Grading Schedule (BCEGS) / ISO rating, which may influence insurance underwriting and availability. He also noted that some state housing grants require municipalities to be within six years of the current building code cycle and that wildfire-resistant construction standards significantly improve the ability of firefighters to protect structures during wildfire events. Board members discussed balancing costs, maintaining eligibility for grants, and avoiding more restrictive state-imposed codes in the future. Trustee Baum expressed

interest in additional time to review the proposal and gather more feedback, while the majority of Board members felt the item had already been discussed across multiple meetings and that further delay might not produce new information.

MOTION to approve adoption of Ordinance No. 3, Series of 2025, as presented was made by Trustee Voorhis and seconded by Trustee Avery.

- Roll call vote: Unanimous approval.

The Board extended sincere appreciation to each member of the public that attended and provided input. Trustee Avery left the meeting at 8:39 PM.

B. SECOND READING – 2025FY Amended Budget and 2026FY Proposed Budget for all Funds of the Town of Fairplay, Colorado.

Town Administrator Sciacca presented the second reading of the amended 2025 budget and the proposed 2026 budget for all Town of Fairplay funds. She explained that the budget documents were updated due to corrections in spreadsheets originally provided by Plante Moran and that the Town had completed transitioning to using the Caselle Budget module, which improved accuracy of figures and efficiency compared to the previous method of an excel spreadsheet. Sciacca provided revenue updates for sales tax and grants and expense updates for projects, salaries, liability and health insurance and dispatch services. She noted in the Utility Fund, water and sewer revenue increases were projected due to anticipated development and tap sales. She reviewed planned capital improvements for utilities, preparations for operator staffing transitions due to anticipated retirements of current operators by the end of 2026. There were some concerns expressed over the projected deficits shown in the spreadsheets, long-term structural deficits, rising public safety and pension costs, health insurance premiums, and sustainability of the town transit program. Sciacca acknowledged the concerns and noted that budgets are routinely amended throughout the year, grants and additional revenue sources help offset projected deficits and further adjustments will be made as final numbers become available during the continued review and adjustments. Sciacca reminded that the final hearing for the Budget would be December 1 and at that time Staff would provide updated spreadsheets including clearer fund balance calculations.

IX. OLD BUSINESS

A. Update from Tanner Crawley of Trellis Housing Partners on The Bluffs Land Banking Application Process.

Staff and project partners provided an update. Town Attorney Rivera reminded that the original project structure required the Town to purchase land and lease it to a development partner. However, legal review determined that structure was not permissible under program rules. Two alternatives were presented: Town purchases land and leases to developer or a Nonprofit Developer be the applicant. It was noted that the Town purchasing the land conflicts with the Board's prior directive that the Town maintain no financial exposure. Crawley announced that Narrate Development was a potential development partner with experience building attainable housing projects in Colorado and indicated interest in participating in the project if funding was secured. Rivera confirmed that the second option does not require formal Town participation beyond general support. Board members voiced general consensus that the Town avoid financial exposure or ownership risk but that supporting affordable housing remained a priority. Following additional discussion, the Board agreed to support drafting a general letter supporting affordable housing initiatives to accompany the nonprofit's funding application.

MOTION to direct Staff to prepare a letter of support for the nonprofit's application was made by Trustee Voorhis and seconded by Mayor Pro Tem Douglas.

- Roll call vote: 4 to 1 with Baum voting No.

X. NEW BUSINESS

A. Consider a Request from Chief of Police Jeff Worley for Early Use of Sabbatical Leave for Officers.

Chief Worley presented a request for an exception to the Police Department sabbatical policy seeking approval for four senior officers to receive sabbatical leave earlier than the standard three-year eligibility requirement. The Chief explained that most officers were hired around the same time, and strictly following the current policy would result in multiple officers becoming eligible simultaneously, potentially creating staffing challenges. Granting an early exemption for the four senior officers would allow the department to stagger sabbatical usage and maintain adequate staffing levels. Board members discussed whether employees receiving the early benefit would be required to commit to remaining with the department. The Chief indicated there was currently no such requirement, noting that the department historically experiences low turnover and offers competitive benefits that support retention. The Chief also reported that one officer, who had already reached the three-year eligibility mark, recently utilized the sabbatical program and returned to work feeling rested and productive, suggesting the program has been beneficial. Town Attorney Rivera clarified that the sabbatical policy already provided the Chief discretion to request early exceptions with Board approval. He also noted that under the policy structure, the three-year eligibility period would restart once the sabbatical concluded. Board members indicated confidence in the Chief's judgment regarding scheduling and staffing impacts and supported the proposed staggered implementation.

MOTION to approve the request to grant sabbatical eligibility exceptions as presented by Chief Worley was made by Mayor Pro Tem Douglas and seconded by Trustee Baum.

- Roll call vote: Unanimous.

B. Should the Board of Trustees for the Town of Fairplay approve the adoption of Resolution No. 37, Series of 2025, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, APPROVING UPDATED FAIRPLAY WASTEWATER DESIGN CRITERIA, TECHNICAL SPECIFICATIONS AND CONSTRUCTION DETAILS.”?

Town Engineer Dirksen presented the resolution to approve updated wastewater design criteria, technical specifications, and construction details. He reminded that the documents were previously reviewed during a work session and Staff had incorporated all comments and suggestions. He also noted one clarification added to address construction season limitations. The updated language clarifies that construction may occur outside the typical season at the discretion of the Town Engineer, provided appropriate geotechnical oversight is in place and the contractor assumes associated risks.

MOTION to approve adoption of Resolution No. 37, Series of 2025, as presented was made by Trustee Voorhis and seconded by Mayor Pro Tem Douglas.

- Roll call vote: Unanimous.

C. Should the Board of Trustees for the Town of Fairplay approve the adoption of Resolution No. 38, Series of 2025, entitled “A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY ADOPTING UPDATED FAIRPLAY WASTEWATER RULES & REGULATIONS.”?

Town Engineer Dirksen Staff presented the resolution for adoption of updated wastewater rules and regulations and corrected references that previously listed the Fairplay Sanitation District, updating them to reflect the Town of Fairplay as the responsible entity.

MOTION to approve adoption of Resolution No. 38, Series of 2025, as presented was made by Trustee Voorhis and seconded by Mayor Pro Tem Douglas.

- Roll call vote: Unanimous.

XI. STAFF AND BOARD OF TRUSTEE REPORTS

Town Administrator provided reports on software improvements including a permitting program for code enforcement, development and building permits.

Trustee Baum requested that the Chief include names of individuals involved in major crimes in future reports where legally permitted. The Chief confirmed this information is generally public record, provided the individuals are not juveniles, and agreed to include names for significant incidents going forward.

Town Attorney Rivers reported that the Town’s offer to purchase water rights and associated property had been accepted and the anticipated closing date was December 11, though minor contract timeline adjustments may be required. Staff also noted challenges locating recorded deeds and plats related to the water plant property and reported that a survey was underway to clarify property boundaries and consolidate parcels as necessary.

Town Engineer Dirksen reported an increase in hourly rates: The Town rate was changing from \$125 to \$140 per hour and the Bill-back rate from \$225 to \$235 per hour. The Mayor was authorized to review and sign the proposed changes.

Trustee Baum reported attending the Park County Intergovernmental Meeting which highlighted services available through Pikes Peak Area Council of Governments, including transportation and assistance programs for seniors. He suggested sharing information about the services with residents through utility bill mailings.

XII. ADJOURNMENT.

There being no further business before the Fairplay Board of Trustees, Mayor Just declared the meeting adjourned at 9:30 PM.

ATTEST:

Janell Seiacca, Town Clerk

BOARD OF TRUSTEES, FAIRPLAY, COLORADO

Frank Just, Mayor