

**MINUTES OF THE REGULAR MEETING
OF THE FAIRPLAY BOARD OF TRUSTEES
November 18, 2013**

CALL TO ORDER REGULAR MEETING OF THE BOARD OF TRUSTEES

The regular meeting of the Board of Trustees for the Town of Fairplay was called to order at 7:00 p.m. in the Council Chambers located in the Fairplay Town Hall, 901 Main Street, by Mayor Gabby Lane who proceeded with the pledge of allegiance, followed by the roll call which was answered by Trustees Eve Stapp, Lynette Barrett, Ray Douglas and Frank Just. Also in attendance were Town Attorney Lee Phillips, Town Administrator/ Clerk Tina Darrah, Public Works Director Gary Donnelly, Town Treasurer Kim Wittbrodt and Deputy Town Clerk Claudia Werner.

AGENDA ADOPTION

Motion #1 by Mayor Lane, seconded by Trustee Douglas, that the agenda be adopted as presented. Motion carried unanimously.

CONSENT AGENDA (*The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or the Board Members may ask that an item be removed from the Consent Agenda for individual consideration.*)

A. APPROVAL OF MINUTES - November 4, 2013

B. APPROVAL OF EXPENDITURES – Approval of bills of various Town Funds

Motion #2 by Trustee Just, seconded by Trustee Douglas, that the consent agenda be adopted as presented. A roll call vote was taken: Stapp – yes, Barrett – yes, Lane – yes, Douglas – yes, Just – yes. Motion carried unanimously.

CITIZEN COMMENT

None offered.

PUBLIC HEARING

2014 Town of Fairplay Proposed Budget

Public hearing opened at 7:04 p.m.

Mayor Lane asked if there were any public comments regarding the 2014 Town of Fairplay Proposed Budget and stated that the proposed budget was available for public viewing at Town Hall and on the Town's website.

No public comment was offered.

Public Hearing closed at 7:05 p.m.

Motion #3 by Mayor Lane, seconded by Trustee Stapp, that the Public Hearing on the 2014 Town of Fairplay Proposed Budget be continued to the next regular Board meeting, scheduled for December 2, 2013 at 7:00 p.m.. Motion carried unanimously.

UNFINISHED BUSINESS

A. Other Pending/Outstanding Items

1. CNG Project

Public Works Director Donnelly reported that he met with Robert Burkitt, CNG local construction coordinator, and they are calculating the actual square feet of chip seal that needs to be repaired in Fairplay. This repair will be completed in the spring of 2014.

2. Streetlights

Town Administrator/ Clerk Darrah reported that Police Chief Gottschalk is working with Excel Energy on getting estimates for additional street lights in designated areas of Fairplay.

3. Code Enforcement

Town Administrator/ Clerk Darrah stated that she has been in contact with representatives from Century Link regarding their property on Main Street. Century Link would like to place a shed on the property to store a lot of the items currently in view from the street. Mayor Lane stated that he would like staff to arrange a meeting between Century Link representative(s) and himself.

4. Fee Schedule

Nothing new to report at this time.

5. Capital Improvement Fund

Town Treasurer Wittbrodt stated that she will look into possible benefits of the Town creating a new Capital Improvement Fund vs. setting aside General Fund dollars each year. One of the possible benefits could be additional matching grant fund availability. If the Board decides to create a Capital Improvement Fund the Fairplay Municipal Code will be updated to reflect necessary changes.

B. Other Discussion Items

No other discussion items offered.

NEW BUSINESS

A. Approval of Proposal to conduct a Wastewater Treatment Plant Management and Operational Feasibility Study.

Town Administrator/ Clerk Darrah prepared a written staff report, wherein she states that representatives from both the Town of Fairplay and the Fairplay Sanitation District conducted interviews and selected SEH to complete the study at a cost of \$27,855. Tina's report went on to state that the next step is for the Board of Trustees to approve this selection and direct staff to prepare a contract for award/approval. In addition, Tina has made a formal grant request from DOLA for one half of the total study cost which is \$13,927. The remaining one half of the study cost will be split between the Town of Fairplay and the Fairplay Sanitation District.

Motion #4 by Mayor Lane, seconded by Trustee Douglas, that the Board approve the proposal as submitted by SEH in the amount of \$27,855 with the expenditure of \$6,964 each by the Town and the Sanitation District, contingent upon the approval of an Administrative DOLA Grant and the Sanitation District's confirmed participation. Further, we direct staff to prepare a contract with SEH for approval, upon award of DOLA funding. A roll call vote was taken: Stapp – yes, Barrett – yes, Lane – yes, Douglas – yes, Just – yes. Motion carried unanimously.

B. Approval of a Memorandum of Understanding with DOLA and UCD for Design Work at the Hwy 285/9 Intersection and along Town-Owned River Area.

Motion #5 by Mayor Lane, seconded by Trustee Just, to approve the MOU as submitted by DOLA/UCD with expenditures in the amount of \$2,400. A roll call vote was taken: Stapp – yes, Barrett – yes, Lane – yes, Douglas – yes, Just – yes. Motion carried unanimously.

C. Other New Business

No other new business offered.

STAFF AND COMMITTEE REPORTS

Town Administrator/ Clerk Darrah offered a reminder that the Real Colorado Christmas event is scheduled for December 7th and will include horse-drawn carriage rides, chocolate and wine tasting, open house and holiday sales, caroling by the South Park Community Singers and the Fairplay tree lighting.

Town Treasurer Wittbrodt asked the Board to set a time to do judging for the holiday lighting contest during the weekend of December 7th and 8th so that the Town would look festive for the Real Colorado

Christmas event. Mayor Lane stated that he would prefer to do the judging during the week of December 9th. The contest winners will be announced on December 16th.

Public Works Director Donnelly stated that he has selected a nice blue spruce as this year's Town Christmas tree. The Public Works Department has been putting up lights, garland and banners throughout Town in preparation for the holidays. Gary went on to state that his department continues to do normal street maintenance and staff continues to study for the building inspector's test as well as the wastewater plant operator's test. Finally, Gary is researching the cost and liability of putting in a skating rink at Cohen Park and will update the Board as he gathers more information.

Police Chief Gottschalk prepared a written staff report, wherein he provides a report of police activities during the month of October. Dave's report also offers a progress report on his efforts to work with Xcel Energy to get an estimate for additional street lights installed in Town.

ADJOURNMENT

Mayor Lane, noting that there being no further business before the Board, declared that the meeting be adjourned at 7:27 p.m.

Mayor, Gabby Lane

ATTEST:

Claudia Werner, Deputy Town Clerk