

**AGENDA for a Regular Meeting  
of the Board of Trustees of the Town of Fairplay, Colorado  
Monday, November 16, 2020 at 6:00 p.m. at the Fairplay Town Hall Meeting Room  
901 Main Street, Fairplay Colorado AND virtually via GoToWebinar**

Virtual Access Information to Join via Internet:  
<https://attendee.gotowebinar.com/register/2531314772097641483>

Connect via Phone: Dial (213) 929-4232

Enter Access Code 645-031-348

**PLEASE SEE DETAILED INSTRUCTIONS AT THE END OF THE AGENDA**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. 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 2, 2020
  - B. APPROVAL OF EXPENDITURES**—Approval of bills of various Town funds in the amount of \$259,088.64
- VI. CITIZEN COMMENTS**
- VII. UNFINISHED BUSINESS**
  - A. Other Discussion Items.**
- VIII. NEW BUSINESS**
  - A. Public Hearing for 2020 Amended and 2021 Proposed Budgets for all funds of the Town of Fairplay**
  - B. Should the Board Approve Adoption of Resolution No. 33, series of 2020, Entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO APPROVING A CONTRACT WITH EQUILIBRIUM ARCHITECTURE FOR DESIGN SERVICES FOR THE EXTERIOR OF 501 MAIN STREET.”?**
  - C. Should the Board Approve Adoption of Resolution No. 34, series of 2020, Entitled, “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF FAIRPLAY, COLORADO APPROVING A CONTRACT WITH DHM DESIGN FOR DESIGN SERVICES FOR PHASE 2 OF THE FAIRPLAY RIVER PARK.”?**
  - D. Other New Business**
- IX. BOARD OF TRUSTEE AND STAFF REPORTS**
- X. ADJOURNMENT OF REGULAR MEETING INTO BUDGET WORKSESSION**

**Upcoming Meetings/Important Dates**

Thanksgiving - Town Hall Closed	November 26, 2020
Regular Board Meeting	December 7, 2020
Regular Board Meeting	December 21, 2020

*This agenda may be amended.*

*Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Thursday, Nov. 12, 2020.*

## How to Participate in Virtual Meetings Using GoToWebinar

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To help control the spread of the COVID-19 virus the Town of Fairplay will be conducting Town Board meetings both virtually and in person encouraging public participation as usual. These efforts will keep the community, elected officials, staff and residents safe while continuing to conduct important Town business

The Town will be using a virtual meeting format, in conjunction with the usual in person format, for the Town Board of Trustee meetings until further notice and will be utilizing GoToWebinar for the virtual component. To comply with State and County COVID-19 guidelines there will be a limited number of individuals allowed in the meeting room at one time. There will be additional overflow seating provided and **attendees will be asked to wear masks if attending in person.** The public may also participate virtually and the instructions below are provided to describe the various ways this can happen.

**\*\*\*If you have any symptoms of COVID-19 or are feeling unwell, please attend our meetings virtually. If you are exhibiting symptoms you will be asked to leave the meeting room.\*\*\***

The link which will allow you to register for the meeting will be posted on the Town of Fairplay website, [www.fairplayco.us](http://www.fairplayco.us) under the "Mayor and Board of Trustees" tab and on the most recent agenda. On the most recent agenda there will be a link. Once you follow the link you will need to register for the meeting by providing your full name and email address. **Once you register, you will receive an email with a link and phone number you can use to join the meeting by web or by phone.**

Please note that if you plan to call into the meeting by phone **you must email your public comments to [info@fairplayco.us](mailto:info@fairplayco.us) by 4:30pm the day of the meeting.**

### **TO COMMENT IN ADVANCE IF YOU ARE PLANNING TO ATTEND BY TELEPHONE OR PHONE APP:**

- Email [info@fairplayco.us](mailto:info@fairplayco.us) to submit your question/comment.
  - **Please be aware that if you join by telephone or phone app you will not be able to ask questions, participate in public hearings or make comments via voice. All public comments must be emailed prior to 4:30pm.**
  - Your comments will be included in the record and read at the appropriate time during the meeting.

*This agenda may be amended.*

*Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Thursday, Nov. 12, 2020.*

## TO JOIN THE MEETING BY TELEPHONE OR PHONE APP:

- You will need to register for the meeting via the link provided on the agenda and located on the Fairplayco.us website under “Mayor and Board of Trustees” and on the most recent agenda. You will see a link on the agenda to the registration page. Please enter your full name. After you fill out this form you will be sent an email that will provide instructions on how to join the meeting. **You are encouraged to do this ahead of time.**
- Join the live meeting through the instructions GoToWebinar sent to your email address after you followed the step above and registered.
- **If you are joining by telephone you will be required to enter an access code which is located below the “join in” phone numbers. Please note that you must complete the registration prior to receiving the call-in number and access code.**
- You will be joined to the meeting and automatically muted.

## JOINING THE MEETING BY WEB AND COMMENTING:

- Join the live meeting through the instructions above.
- You will be joined to the meeting and automatically muted.
- You will be able to comment and/or ask questions by “chat” if attending by internet.
- You will be unmuted in certain cases, such as public hearings or at the Boards request, and able to speak directly to the Board and audience. **Please note you will still need to notify the moderator of your desire to speak via the “raised hand” feature or by commenting to organizers via the chat.**

## HELPFUL TIPS FOR A GOOD VIRTUAL MEETING EXPERIENCE:

- If joining through the web, log on 5 minutes before the start of the meeting, since some online products require downloads and installations
  - Please be aware when downloading GoToWebinar to ensure you are on the official website. Scammers have been setting up downloads which, at first glance, appear to be run by GoToWebinar, but in actuality are not and can give a virus to your computer.
- Turn off nearby cellphones if you are using a computer to connect.
- Using a headset or headphones is recommended if listening online.
- **Only** have the virtual meeting application on your computer. If you are running other programs like email or have additional websites open in your browser, it may interfere with your ability to hear or see the information. For best results close all other windows and applications.
- Please limit distractions when possible—i.e. background noise, conversations with others, etc. when you are unmuted.
- Video streaming is a relatively new technology so please be mindful of the following things when connecting via the internet.
  - If you have an older computer, you may be better served by calling in by telephone.
  - If your internet is not reliable consider calling in by telephone

*This agenda may be amended.*

*Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Thursday, Nov. 12, 2020.*

**MINUTES OF A REGULAR MEETING OF THE  
FAIRPLAY BOARD OF TRUSTEES  
November 2, 2020**

**CALL TO ORDER**

A regular meeting of the Board of Trustees for the Town of Fairplay was called to order at 6:00 p.m. in the Council Chambers located in the Fairplay Town Hall, 901 Main Street, by Mayor Frank Just. Mayor Just proceeded with the pledge of allegiance, followed by the roll call which was answered by Trustees Eve Stapp, Scott Dodge, Josh Voorhis and Cindy Bear. Also in attendance were Town Attorney Paul Wisor, Town Administrator/ Clerk Tina Darrah and Town Treasurer Kim Wittbrodt.

**AGENDA ADOPTION**

**Motion #1** by Trustee Voorhis, seconded by Trustee Stapp, 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** – October 5, 2020.

**B. APPROVAL OF EXPENDITURES**—Approval of bills of various Town funds in the amount of \$28,856.51

**Motion #2** by Trustee Dodge, seconded by Trustee Bear, that the agenda be adopted as presented. A roll call vote was taken: Dodge – yes, Stapp – yes, Just – yes, Voorhis – yes, Bear – yes. Motion carried unanimously.

**CITIZEN COMMENTS**

No citizen comments offered.

**UNFINISHED BUSINESS**

Other Discussion Items

None offered.

**NEW BUSINESS**

Setting of Public Hearing for 2020 Amended and 2021 Proposed Budgets for all funds of the Town of Fairplay

Staff comment was offered by Town Treasurer Wittbrodt noting that the Board had all received copies of the draft budgets and asking the Board to set the first public hearing for November 16, 2020.

**Motion #3** by Trustee Voorhis, seconded by Trustee Dodge, that the Board accept the Preliminary 2020 Amended and 2021 Proposed Budgets and set the required public hearing for November 16, 2020 at 6:00 p.m. A roll call vote was taken: Dodge – yes, Stapp – yes, Just – yes, Voorhis – yes, Bear – yes. Motion carried unanimously.

Other New Business

None offered.

**BOARD OF TRUSTEE AND STAFF REPORTS**

Town Administrator Darrah offered a brief staff report regarding Round 2 of the Small Business Assistance Grants, stating that this round saw over \$167,000 in grant requests which were all funded, with checks going out this week and bringing the total grant assistance given to Town businesses to just under the original \$250,000 budgeted towards this grant program.

**EXECUTIVE SESSION**

**Motion #4** by Trustee Dodge, seconded by Trustee Stapp, that the Board go into executive session at 6:10 p.m. pursuant to C.R.S. 24-6-402 (4) (f) to discuss personnel matters relating to the Town Administrator/Clerk. Motion carried unanimously.

Mayor Just announced that the meeting was back to open session at 6:55 p.m. The participants in the executive session were: Mayor Just, Trustees Stapp, Voorhis, Bear and Dodge, Town Attorney Wisor and Town Administrator/Clerk Darrah. Mayor Just announced that no action was taken in the executive session.

**ADJOURNMENT**

Mayor Just, noting that there being no further regular business before the Board, declared that the regular meeting be adjourned at 6:58 p.m. and that the Board reconvene in a budget work session.

**CALL TO ORDER OF BUDGET WORKSESSION**

A budget work session of the Board of Trustees for the Town of Fairplay was convened at 6:59 p.m. Roll call was as taken above with the only change being the absence of Town Attorney Wisor who left the chambers after the regular meeting.

The Board and staff present proceeded to discuss the preliminary 2020 amended and 2021 proposed budgets. At the conclusion of the work session, it was agreed to have another work session after the November 16<sup>th</sup> regular meeting to continue the discussion. The work session was declared adjourned at 8:13 p.m.

\_\_\_\_\_  
Frank Just, Mayor

ATTEST:

\_\_\_\_\_  
Tina Darrah, Town Clerk



## MEMORANDUM

**TO:** Mayor and Board of Trustees  
**FROM:** Kim Wittbrodt, Treasurer  
**RE:** Paid Bills/Financial Statements  
**DATE:** 11/12/2020

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Agenda Item: Bills

Attached is the list of invoices paid from October 28, 2020 through November 11, 2020.

Total Expenditures: \$259,088.64

Please note that approximately \$169,000.00 of the total is for the second half of the small business grants. This money will be reimbursed through the CARES money.

Upon motion to approve the consent agenda, the expenditures will be approved.

I have included financial statements through October 31, 2020 for all town funds for your review.

Please contact me with any questions.

Report Criteria:  
 Detail report type printed

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
11/08/2020	16642	Boys & Girls Club	halloween donation	1	11/01/2020	100.00	105170
Total 200:						100.00	
11/02/2020	16607	Business Connection	business covid grant	1	11/02/2020	2,946.51	105085
Total 280:						2,946.51	
11/02/2020	16594	Caselle, Inc	Software Support	1	10/01/2020	439.50	105060
11/02/2020	16594		Software Support	2	10/01/2020	439.50	517206
Total 334:						879.00	
11/11/2020	16657	Fairplay Flume	help wanted ad	1	10/31/2020	257.20	105630
11/11/2020	16657		legal /ads	2	10/31/2020	83.08	106125
Total 868:						340.28	
11/08/2020	16644	Ferrellgas	propane-501 main	1	09/29/2020	473.10	105195
11/08/2020	16644		propane-501 main	1	10/21/2020	412.66	105195
Total 916:						885.76	
11/02/2020	16613	Hand Hotel	covid - sm biz grant	1	11/02/2020	2,092.00	105085
Total 1084:						2,092.00	
11/08/2020	16647	Main Street Garage	backhoe batteries	1	10/29/2020	309.90	105630
Total 1336:						309.90	
11/11/2020	16659	Mountain View Waste	2 yd 2 monthly	1	10/31/2020	75.00	517675
11/11/2020	16659		roll off & weekly service	1	10/31/2020	550.00	105886
Total 1414:						625.00	
11/11/2020	16661	Petrock & Fendel, PC	legal fees	1	11/03/2020	192.00	517360
Total 1648:						192.00	
11/02/2020	16628	Phoenix Flooring	covid business grant	1	11/02/2020	2,130.00	105085
11/02/2020	16628		1st round covid grant	1	11/02/2020	2,130.00	105085
Total 1654:						4,260.00	
11/08/2020	16648	Postal Pros Southwest, Inc	water billing	1	11/03/2020	292.05	517218
Total 1699:						292.05	
11/02/2020	16634	Silver Scoop Creamery	Covid - sm biz grant	1	11/02/2020	1,333.00	105085
Total 1912:						1,333.00	
11/11/2020	16664	Town of Fairplay	850 hathaway	1	10/31/2020	96.00	105186

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
11/11/2020	16664		501 main	1	10/31/2020	303.20	105195
Total 2134:						399.20	
11/08/2020	16650	USABlueBook	chemicals	1	10/14/2020	243.84	517410
Total 2176:						243.84	
11/02/2020	16600	Utility Notification Center	RTL Transmissions	1	10/31/2020	16.39	517455
11/02/2020	16600		RTL Transmissions	1	10/31/2020	16.39	517650
Total 2194:						32.78	
11/02/2020	16601	Verizon Wireless	jet pack	1	11/01/2020	40.01	105130
11/02/2020	16601		Phones and air cards	2	11/01/2020	329.73	105455
Total 2212:						369.74	
11/02/2020	16602	Xcel Energy	901 main	1	10/16/2020	183.17	105023
11/02/2020	16602		747 bogue	1	10/16/2020	14.80	105841
11/02/2020	16602		chlorinator	1	10/16/2020	108.20	517470
11/02/2020	16602		1800 beaver creek road	1	10/16/2020	622.24	517495
11/02/2020	16602		117 silverheels road	1	10/16/2020	10.72	105841
11/02/2020	16602		fairplay sign #1	1	10/16/2020	11.57	105640
11/02/2020	16602		850 hathaway	1	10/16/2020	253.75	105186
11/02/2020	16602		501 main	1	10/16/2020	222.13	105195
11/02/2020	16602		san plant	1	10/22/2020	3,768.11	517680
11/02/2020	16602		1190 castello	1	10/23/2020	73.81	105650
11/02/2020	16602		200 2nd street	2	10/23/2020	83.78	517470
11/02/2020	16602		157 6th street	3	10/23/2020	68.67	105640
11/02/2020	16602		156 5th street	4	10/23/2020	10.72	105640
11/02/2020	16602		589 platte drive	5	10/23/2020	10.72	105841
11/02/2020	16602		419 front	6	10/23/2020	11.14	105640
11/11/2020	16665		street lights	1	11/02/2020	217.13	105640
Total 2296:						5,670.66	
11/11/2020	16662	South Park Ace & Lumber	Supplies	1	10/25/2020	848.99	517670
11/11/2020	16662		Supplies	2	10/25/2020	14.99	105475
11/11/2020	16662		Supplies	3	10/25/2020	78.98	105830
11/11/2020	16662		Supplies	4	10/25/2020	150.29	105630
11/11/2020	16662		Supplies	5	10/25/2020	70.93	517460
Total 2405:						1,164.18	
11/02/2020	16623	MILLONZI'S	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 2460:						5,000.00	
11/02/2020	16593	AmeriGas	Propane	1	10/23/2020	817.26	105186
Total 2468:						817.26	
11/02/2020	16617	Java Moose	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 2477:						5,000.00	



Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
11/11/2020	16653	CARD SERVICES	Supplies	1	11/02/2020	672.24	105030
11/11/2020	16653		Supplies	2	11/02/2020	31.40	105445
11/11/2020	16653		Supplies	3	11/02/2020	9.35	105110
11/11/2020	16653		Supplies	4	11/02/2020	145.78	517214
11/11/2020	16653		Supplies	5	11/02/2020	38.89	105070
11/11/2020	16653		Supplies	6	11/02/2020	89.79	105110
11/11/2020	16653		Supplies	7	11/02/2020	129.00	105085
11/11/2020	16653		Supplies	8	11/02/2020	19.54	105630
11/11/2020	16653		Supplies	9	11/02/2020	135.20	105110
11/11/2020	16653		Supplies	10	11/02/2020	2,322.00	105030
11/11/2020	16653		Supplies	11	11/02/2020	2,322.00	517214
11/11/2020	16653		Supplies	12	11/02/2020	38.06	105027
11/11/2020	16653		Supplies	13	11/02/2020	80.85	105630
11/11/2020	16653		Supplies	14	11/02/2020	38.22	105130
11/11/2020	16653		Supplies	15	11/02/2020	170.30	517214
11/11/2020	16653		Supplies	16	11/02/2020	10.00	105070
11/11/2020	16653		Supplies	17	11/02/2020	29.98	105130
11/11/2020	16653		Supplies	18	11/02/2020	77.64	105027
11/11/2020	16653		Supplies	19	11/02/2020	364.00	105630
11/11/2020	16653		Supplies	20	11/02/2020	604.58	105110
11/11/2020	16653		Supplies	21	11/02/2020	361.43	105085
Total 2503:						7,690.25	
11/11/2020	16655	Envision Sign and Graphic	vinyl banners	1	10/30/2020	1,879.19	105134
Total 2528:						1,879.19	
11/02/2020	16611	Even in the End	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 2572:						5,000.00	
11/02/2020	16595	CenturyLink	acct 719-836-4609 502B	1	10/19/2020	64.15	517470
11/02/2020	16595		7198362445	1	10/19/2020	114.33	517226
11/02/2020	16595		7198362622355B	1	10/19/2020	526.57	105065
11/08/2020	16643		acct 82239760	1	10/24/2020	27.36	105065
Total 2614:						732.41	
11/02/2020	16621	McCalls Park Bar	Covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 2644:						5,000.00	
11/11/2020	16654	Colorado Natural Gas, Inc.	natural gas	1	11/02/2020	148.06	105023
11/11/2020	16654		natural gas-shop	1	11/02/2020	528.88	105650
11/11/2020	16654		san office	1	11/02/2020	183.66	517234
11/11/2020	16654		sewer treatment plant	1	11/02/2020	1,273.54	517680
Total 2728:						2,134.14	
11/02/2020	16596	Chaffee County Waste	6 yd weekly	1	10/06/2020	100.00	105650
11/02/2020	16596		6 yd weekly	2	10/06/2020	100.00	105023
Total 2801:						200.00	
11/02/2020	16614	High Alpine Sports	covid - sm biz grant	1	11/02/2020	5,000.00	105085

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 2810:						5,000.00	
11/11/2020	16663	Tolin Mechanical	heater repair	1	10/31/2020	675.00	105195
11/11/2020	16663		heater repair	2	10/31/2020	1,032.88	105186
Total 2867:						1,707.88	
11/02/2020	16637	South Park Brewing	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 2873:						5,000.00	
11/02/2020	16597	Promark Industries, LLC	tahoe repair	1	10/21/2020	624.91	105420
11/02/2020	16597		tahoe repair	1	10/22/2020	356.49	105420
Total 2887:						981.40	
11/02/2020	16598	Rise Broadband	internet	1	11/01/2020	111.61	517226
Total 2900:						111.61	
11/11/2020	16656	Fairplay Auto Supply	supplies	1	10/29/2020	30.49	105420
11/11/2020	16656		supplies	2	10/29/2020	10.99	105630
Total 2948:						41.48	
11/02/2020	16609	Continental Divide Winery	covid grant	1	11/02/2020	5,000.00	105085
11/02/2020	16609		1st round covid grant	1	11/02/2020	5,000.00	105085
Total 3105:						10,000.00	
11/08/2020	16646	Hunn Planning & Policy, LL	planning fees	1	11/02/2020	1,850.00	105105
Total 3183:						1,850.00	
11/02/2020	16632	Salado	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 3208:						5,000.00	
11/11/2020	16658	Montrose Water Factory, L	bottled water	1	10/05/2020	8.50	105120
Total 3211:						8.50	
11/02/2020	16636	Soup Pot	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 3256:						5,000.00	
11/02/2020	16619	Laxmi Hospitality	covid grant	1	11/02/2020	5,000.00	105085
11/02/2020	16619		1st round covid grant	1	11/02/2020	5,000.00	105085
Total 3263:						10,000.00	
11/08/2020	16645	Garfield & Hecht, P.C.	legal	1	09/30/2020	997.50	105057
Total 3270:						997.50	
11/08/2020	16649	SGM	engineering	1	10/28/2020	226.75	517430

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3272:						226.75	
11/02/2020	16629	Platte River Saloon	covid - sm biz grant	1	11/02/2020	3,475.28	105085
Total 3279:						3,475.28	
11/02/2020	16618	KB's Kakerly	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 3295:						5,000.00	
11/02/2020	16610	Coyote Creek Studio Arts	covid grant	1	11/02/2020	3,277.02	105085
11/02/2020	16610		1st round covid grant	1	11/02/2020	2,792.70	105085
Total 3322:						6,069.72	
11/02/2020	16625	Mountain Essentials	covid grant	1	11/02/2020	1,808.44	105085
11/02/2020	16625		1st round covid grant	1	10/02/2020	2,369.97	105085
Total 3370:						4,178.41	
11/11/2020	16660	Park County Government	monthly internet	1	11/01/2020	52.50	105455
11/11/2020	16660		monthly internet	2	11/01/2020	52.50	105065
Total 3381:						105.00	
11/02/2020	16599	Ryders Public Safety LLC	patches	1	10/20/2020	26.00	105410
Total 3431:						26.00	
11/08/2020	16651	Warm Springs Consulting	contract	1	11/03/2020	5,000.00	517627
Total 3463:						5,000.00	
11/02/2020	16630	Resonance Guitars	covid small biz grant	1	11/02/2020	751.60	105085
Total 3468:						751.60	
11/02/2020	16615	High Mountain Hygiene	covid - sm biz grant	1	11/02/2020	2,092.24	105085
Total 3470:						2,092.24	
11/02/2020	16622	Middlefork RV Park	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 3471:						5,000.00	
11/02/2020	16604	Asian Fusion	covid - sm biz grant	1	11/02/2020	5,000.00	105085
Total 3473:						5,000.00	
11/02/2020	16635	Silverheels Laundromat	covid - sm biz grant	1	11/02/2020	1,199.58	105085
Total 3475:						1,199.58	
11/02/2020	16620	Leggett Enterprises	covid - sm biz grant	1	11/02/2020	3,983.10	105085

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3477:						3,983.10	
11/02/2020	16627	Old Red Barn	covid - sm biz grant	1	11/02/2020	1,926.00	105085
Total 3479:						1,926.00	
11/02/2020	16605	Brown Burro Cafe	covid - sm biz grant	1	11/02/2020	4,108.48	105085
Total 3480:						4,108.48	
11/02/2020	16606	Brown Burro Cream & Stea	covid - sm biz grant	1	11/02/2020	1,354.41	105085
Total 3481:						1,354.41	
11/02/2020	16638	The Last Tangle	covid - sm biz grant	1	11/02/2020	3,042.84	105085
Total 3482:						3,042.84	
11/02/2020	16616	High Paw Pet Supplies	covid - sm biz grant	1	11/02/2020	4,270.00	105085
Total 3485:						4,270.00	
11/02/2020	16626	Mountain Sun Arts	business covid grant	1	11/02/2020	1,702.34	105085
Total 3487:						1,702.34	
10/28/2020	16590	John Elway Chevrolet	202 chevy tahoe - pd	1	10/28/2020	38,101.00	325810
Total 3492:						38,101.00	
11/02/2020	16624	Miner's Moving and Storag	covid grant	1	11/02/2020	4,874.00	105085
Total 3493:						4,874.00	
11/02/2020	16612	Fairplay Physical Therapy	covid grant	1	11/02/2020	5,000.00	105085
11/02/2020	16612		1st round covid grant	1	11/02/2020	5,000.00	105085
Total 3494:						10,000.00	
11/02/2020	16639	Unrepentant Artist	covid grant	1	11/02/2020	3,695.84	105085
11/02/2020	16639		1st round covid grant	1	11/02/2020	3,662.30	105085
Total 3495:						7,358.14	
11/02/2020	16631	Rimfrost Antiques	covid grant	1	11/02/2020	1,624.41	105085
11/02/2020	16631		1st round covid grant	1	11/02/2020	1,771.98	105085
Total 3496:						3,396.39	
11/02/2020	16608	Colorado Mountain Hat Co.	covid grant	1	11/02/2020	3,153.86	105085
11/02/2020	16608		1st round covid grant	1	11/02/2020	3,643.12	105085
Total 3497:						6,796.98	
11/02/2020	16603	Anannt Enterprises	covid grant	1	11/02/2020	5,000.00	105085
11/02/2020	16603		1st round covid grant	1	11/02/2020	5,000.00	105085

Check Issue Date	Check Number	Name	Description	Seq	Invoice Date	Check Amount	GL Account
Total 3498:						<u>10,000.00</u>	
11/02/2020	16633	Salt Beauty and Wellness	covid grant	1	11/02/2020	<u>1,087.86</u>	105085
Total 3501:						<u>1,087.86</u>	
11/11/2020	16652	Aqua-Aerobic Systems, Inc	aerator	1	10/20/2020	<u>17,675.00</u>	517610
Total 3502:						<u>17,675.00</u>	
Grand Totals:						<u><u>259,088.64</u></u>	

Report Criteria:  
Detail report type printed

**TOWN OF FAIRPLAY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<b>TAXES</b>					
10-40-05 AD VALOREM TAX	270.73	196,811.54	201,066.00	4,254.46	97.9
10-40-10 SPEC. OWNERSHIP TAX	2,136.00	19,695.00	26,000.00	6,305.00	75.8
10-40-30 INTEREST ON PROPERTY TAX	12.54	462.89	1,000.00	537.11	46.3
10-40-40 DELINQUENT TAXES	.00	.00	500.00	500.00	.0
10-40-55 50% SHAREBACK OF R&B LEVY	79.05	6,949.17	7,000.00	50.83	99.3
10-40-60 MOTOR VEHICLE REGISTRATION	400.00	2,485.33	3,000.00	514.67	82.8
10-40-70 SALES TAX	126,990.89	908,177.72	822,952.00	( 85,225.72)	110.4
10-40-75 SALES TAX - STREETS	42,330.29	302,725.91	274,317.00	( 28,408.91)	110.4
10-40-80 HIGHWAY USER'S TAX	2,992.03	23,241.46	40,000.00	16,758.54	58.1
10-40-85 SEVERANCE TAX	.00	4,110.72	2,500.00	( 1,610.72)	164.4
10-40-86 MINERAL LEASE REVENUE	.00	782.22	500.00	( 282.22)	156.4
10-40-90 CIGARETTE TAX	289.95	2,427.06	2,500.00	72.94	97.1
10-40-96 LODGING TAX	8,396.00	43,576.00	40,000.00	( 3,576.00)	108.9
<b>TOTAL TAXES</b>	<b>183,897.48</b>	<b>1,511,445.02</b>	<b>1,421,335.00</b>	<b>( 90,110.02)</b>	<b>106.3</b>
<b>LICENSES</b>					
10-41-10 LIQUOR LICENSES	350.00	1,675.75	3,000.00	1,324.25	55.9
10-41-30 DOG LICENSES	.00	90.00	100.00	10.00	90.0
10-41-32 LIVESTOCK PERMIT	.00	25.00	120.00	95.00	20.8
10-41-34 COMMERCIAL FLY FISHING PERMIT	.00	300.00	75.00	( 225.00)	400.0
10-41-40 BUILDING PERMITS	100.00	1,875.60	5,000.00	3,124.40	37.5
10-41-41 SURCHARGE: STREETS	15.00	209.40	347.00	137.60	60.4
10-41-42 SURCHARGE: PARKS & REC	15.00	209.40	347.00	137.60	60.4
10-41-50 FRANCHISE TAX	2,912.88	37,486.72	50,000.00	12,513.28	75.0
10-41-60 GOLD PANNING PERMITS/DONATION	690.00	9,470.00	6,000.00	( 3,470.00)	157.8
10-41-70 BUSINESS LICENSES	125.00	6,950.00	6,700.00	( 250.00)	103.7
10-41-80 SIGN PERMITS	25.00	165.00	100.00	( 65.00)	165.0
10-41-90 EXCAVATION PERMIT	.00	.00	200.00	200.00	.0
10-41-92 MECHANICAL PERMIT	.00	150.00	.00	( 150.00)	.0
10-41-94 STREET CUT PERMIT	.00	500.00	500.00	.00	100.0
10-41-96 FENCE PERMIT	.00	320.00	240.00	( 80.00)	133.3
10-41-97 SPECIAL EVENTS PERMIT	.00	.00	1,800.00	1,800.00	.0
10-41-98 RESIDE/REROOF PERMIT	200.00	1,800.00	1,000.00	( 800.00)	180.0
<b>TOTAL LICENSES</b>	<b>4,432.88</b>	<b>61,226.87</b>	<b>75,529.00</b>	<b>14,302.13</b>	<b>81.1</b>
<b>FEE INCOME</b>					
10-42-75 PLANNING & DEVELOPMENT FEES	.00	1,000.00	2,000.00	1,000.00	50.0
10-42-90 COPIES & FAXES	.00	82.23	400.00	317.77	20.6
<b>TOTAL FEE INCOME</b>	<b>.00</b>	<b>1,082.23</b>	<b>2,400.00</b>	<b>1,317.77</b>	<b>45.1</b>

**TOWN OF FAIRPLAY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>LAW ENFORCEMENT</u>					
10-45-05 TRAFFIC FINES	670.00	4,410.00	15,000.00	10,590.00	29.4
10-45-10 SURCHARGE: POLICE TRAINING	90.00	795.00	2,700.00	1,905.00	29.4
10-45-15 COURT COSTS	.00	372.00	775.00	403.00	48.0
10-45-20 DEFAULT FEES	.00	60.00	150.00	90.00	40.0
10-45-30 OTHER FINES	.00	570.00	500.00	( 70.00)	114.0
10-45-80 VIN INSPECTIONS	15.00	217.50	200.00	( 17.50)	108.8
10-45-90 MISCELLANEOUS	.00	10,056.98	1,000.00	( 9,056.98)	1005.7
10-45-95 GRANT/REIMBURSEMENT	.00	.00	2,500.00	2,500.00	.0
<b>TOTAL LAW ENFORCEMENT</b>	<b>775.00</b>	<b>16,481.48</b>	<b>22,825.00</b>	<b>6,343.52</b>	<b>72.2</b>
<u>INTEREST INCOME</u>					
10-46-05 INTEREST ON COLOTRUST	42.00	2,880.14	14,000.00	11,119.86	20.6
10-46-30 INTEREST ON CHECKING	28.34	393.18	700.00	306.82	56.2
<b>TOTAL INTEREST INCOME</b>	<b>70.34</b>	<b>3,273.32</b>	<b>14,700.00</b>	<b>11,426.68</b>	<b>22.3</b>
<u>MISCELLANEOUS INCOME</u>					
10-47-00 MISCELLANEOUS INCOME	705.39	102,262.59	5,000.00	( 97,262.59)	2045.3
10-47-10 CEMETERY	.00	300.00	300.00	.00	100.0
10-47-38 TOWN CLEAN UP DONATIONS	.00	.00	100.00	100.00	.0
10-47-39 FOURTH OF JULY DONATIONS	.00	.00	8,500.00	8,500.00	.0
10-47-49 STREET LIGHTING	905.85	8,882.86	10,800.00	1,917.14	82.3
10-47-50 SUMMER CONCERT SERIES	.00	.00	17,000.00	17,000.00	.0
10-47-52 REAL COLORADO CHRISTMAS	.00	.00	1,500.00	1,500.00	.0
10-47-54 VICTORIAN BALL	.00	.00	5,000.00	5,000.00	.0
10-47-56 BURRO DAYS	.00	96.50	50,000.00	49,903.50	.2
10-47-59 BURRO DAYS RETAIL SALES	5.00	198.06	10,000.00	9,801.94	2.0
10-47-60 525 HATHAWAY - RENT & UTILITY	.00	4,742.52	13,200.00	8,457.48	35.9
10-47-62 501 MAIN - RENT & UTILITY	296.47	1,074.95	.00	( 1,074.95)	.0
10-47-65 MARDI GRAS	.00	8,760.00	7,500.00	( 1,260.00)	116.8
10-47-70 PLEIN AIR EVENT	.00	.00	40,000.00	40,000.00	.0
10-47-82 CAMPING PERMITS/FACILITY USE	.00	50.00	100.00	50.00	50.0
10-47-88 GRANT - RIVER PARK	.00	139,253.87	200,000.00	60,746.13	69.6
10-47-90 MISCELLANEOUS REVENUE-EVENTS	.00	.00	3,000.00	3,000.00	.0
10-47-91 TOWN HALL - 901 MAIN	.00	.00	12,397.00	12,397.00	.0
<b>TOTAL MISCELLANEOUS INCOME</b>	<b>1,912.71</b>	<b>265,621.35</b>	<b>384,397.00</b>	<b>118,775.65</b>	<b>69.1</b>
<b>TOTAL FUND REVENUE</b>	<b>191,088.41</b>	<b>1,859,130.27</b>	<b>1,921,186.00</b>	<b>62,055.73</b>	<b>96.8</b>

TOWN OF FAIRPLAY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
10-50-02 401(A) EMPLOYER MATCH	564.98	4,274.51	5,805.00	1,530.49	73.8
10-50-05 SALARIES -ADMIN./CLERK/TREASUR	27,681.74	146,186.63	183,158.00	36,971.37	79.8
10-50-11 SS/MEDICARE EXPENSE	2,148.88	11,492.47	14,177.00	2,684.53	81.1
10-50-12 UNEMPLOYMENT EXPENSE	84.27	451.12	556.00	104.88	81.1
10-50-13 EMPLOYEE HEALTH INSURANCE	2,907.10	31,042.45	34,168.00	3,125.55	90.9
10-50-14 WORKER'S COMPENSATION	.00	729.00	730.00	1.00	99.9
10-50-15 EDUCATION	25.00	1,474.49	4,500.00	3,025.51	32.8
10-50-16 ADMIN VEHICLE	415.38	3,046.12	3,600.00	553.88	84.6
10-50-20 TOWN HALL EXPENSE	.00	15,496.78	30,994.00	15,497.22	50.0
10-50-23 TOWN HALL EXPENSE - UTILITIES	423.57	4,226.46	7,000.00	2,773.54	60.4
10-50-25 TOWN HALL EXP - REPAIR & MAINT	.00	11,763.78	2,000.00	( 9,763.78)	588.2
10-50-27 TOWN HALL EXPENSE - SUPPLIES	53.87	1,241.04	1,000.00	( 241.04)	124.1
10-50-30 OFFICE SUPPLIES	352.95	2,629.86	4,000.00	1,370.14	65.8
10-50-32 EQUIPMENT RENTAL	302.59	3,821.16	5,000.00	1,178.84	76.4
10-50-35 POSTAGE EXPENSE	112.50	644.64	650.00	5.36	99.2
10-50-40 BANK/CREDIT CARD FEES	29.00	494.00	500.00	6.00	98.8
10-50-50 ELECTION EXPENSE	.00	30.35	1,300.00	1,269.65	2.3
10-50-55 BOARD OF TRUSTEE SALARY	.00	1,125.00	2,160.00	1,035.00	52.1
10-50-57 TOWN ATTY LEGAL SERVICES	.00	12,965.50	20,000.00	7,034.50	64.8
10-50-60 COMPUTER/SOFTWARE/SUPPORT	853.50	5,782.89	7,000.00	1,217.11	82.6
10-50-65 TELEPHONE/INTERNET	783.01	9,260.64	10,200.00	939.36	90.8
10-50-70 MISCELLANEOUS EXPENSE	198.15	1,641.93	6,000.00	4,358.07	27.4
10-50-75 CODIFICATION	.00	1,368.00	1,000.00	( 368.00)	136.8
10-50-76 ESTIP AGREEMENT	.00	6,617.60	20,000.00	13,382.40	33.1
10-50-85 COVID EXPENSES	3,957.86	98,403.57	.00	( 98,403.57)	.0
<b>TOTAL ADMINISTRATION</b>	<b>40,894.35</b>	<b>376,209.99</b>	<b>365,498.00</b>	<b>( 10,711.99)</b>	<b>102.9</b>



TOWN OF FAIRPLAY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COMMUNITY DEVELOPMENT</u>					
10-51-05	.00	5,941.83	15,000.00	9,058.17	39.6
10-51-10	169.21	385.36	5,000.00	4,614.64	7.7
10-51-20	17.00	499.93	3,000.00	2,500.07	16.7
10-51-30	595.01	9,642.99	15,000.00	5,357.01	64.3
10-51-34	.00	5,564.60	10,000.00	4,435.40	55.7
10-51-35	.00	.00	7,500.00	7,500.00	.0
10-51-40	91.00	365.00	400.00	35.00	91.3
10-51-50	.00	612.59	22,500.00	21,887.41	2.7
10-51-62	.00	5,054.94	40,000.00	34,945.06	12.6
10-51-66	.00	9,893.22	7,000.00	( 2,893.22)	141.3
10-51-70	.00	466.63	3,000.00	2,533.37	15.6
10-51-71	.00	1,000.00	10,000.00	9,000.00	10.0
10-51-72	.00	.00	40,000.00	40,000.00	.0
10-51-74	.00	.00	1,500.00	1,500.00	.0
10-51-75	.00	.00	2,000.00	2,000.00	.0
10-51-80	.00	310.40	10,000.00	9,689.60	3.1
10-51-83	.00	.00	5,000.00	5,000.00	.0
10-51-85	.00	1,339.23	20,000.00	18,660.77	6.7
10-51-86	384.00	7,292.93	12,000.00	4,707.07	60.8
10-51-90	.00	4,480.59	12,000.00	7,519.41	37.3
10-51-95	914.72	20,470.68	30,000.00	9,529.32	68.2
	<u>2,170.94</u>	<u>73,320.92</u>	<u>270,900.00</u>	<u>197,579.08</u>	<u>27.1</u>
<u>JUDICIAL SYSTEM</u>					
10-53-02	12.84	85.90	115.00	29.10	74.7
10-53-05	954.81	7,001.96	8,275.00	1,273.04	84.6
10-53-10	478.29	2,665.34	3,502.00	836.66	76.1
10-53-11	109.61	739.36	633.00	( 106.36)	116.8
10-53-12	4.29	28.92	11.00	( 17.92)	262.9
10-53-13	82.09	820.99	2,308.00	1,487.01	35.6
10-53-14	.00	46.00	46.00	.00	100.0
10-53-20	.00	.00	500.00	500.00	.0
10-53-30	.00	.00	500.00	500.00	.0
10-53-40	.00	.00	450.00	450.00	.0
10-53-50	.00	.00	100.00	100.00	.0
	<u>1,641.93</u>	<u>11,388.47</u>	<u>16,440.00</u>	<u>5,051.53</u>	<u>69.3</u>

TOWN OF FAIRPLAY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>PUBLIC SAFETY</b>					
10-54-01 POLICE SALARIES	23,632.20	172,707.27	233,559.00	60,851.73	74.0
10-54-04 PART TIME OFFICERS	.00	.00	39,000.00	39,000.00	.0
10-54-05 PENSION CONTRIBUTION	2,120.31	16,956.38	25,458.00	8,501.62	66.6
10-54-09 SRO-CONTRACT PARK CO	.00	.00	20,000.00	20,000.00	.0
10-54-10 UNIFORMS AND ACCESSORIES	380.92	867.35	3,500.00	2,632.65	24.8
10-54-11 SS/MEDICARE EXPENSE	587.19	2,974.44	6,936.00	3,961.56	42.9
10-54-12 UNEMPLOYMENT EXPENSE	70.92	518.28	818.00	299.72	63.4
10-54-13 EMPLOYEE HEALTH INSURANCE	5,340.29	56,773.28	87,522.00	30,748.72	64.9
10-54-14 WORKER'S COMPENSATION	.00	16,087.00	12,210.00	( 3,877.00)	131.8
10-54-15 FUEL	663.60	6,625.42	12,000.00	5,374.58	55.2
10-54-20 VEHICLE MAINTENANCE	31.19	20,065.80	7,600.00	( 12,465.80)	264.0
10-54-24 PROFESSIONAL TRAINING EXPENSE	.00	1,052.98	3,500.00	2,447.02	30.1
10-54-26 IN-SERVICE TRAINING EXPENSE	.00	.00	1,000.00	1,000.00	.0
10-54-28 VEHICLE RENTAL PAYMENT	1,572.42	15,724.20	18,869.00	3,144.80	83.3
10-54-30 RADAR & RADIO MAINTENANCE	495.00	967.44	1,000.00	32.56	96.7
10-54-32 AMMUNITION	.00	636.25	2,400.00	1,763.75	26.5
10-54-45 OPERATING SUPPLIES	50.00	578.15	1,000.00	421.85	57.8
10-54-50 EQUIPMENT EXPENSE	.00	1,281.41	3,500.00	2,218.59	36.6
10-54-53 GRANT-EQUIPMENT & SUPPLIES	.00	2,418.24	5,000.00	2,581.76	48.4
10-54-55 TELEPHONE - POLICE LINE	382.18	3,511.70	4,500.00	988.30	78.0
10-54-60 MEMBERSHIPS - DUES	.00	292.50	500.00	207.50	58.5
10-54-65 COMPUTER/SOFTWARE/SUPPORT	.00	3,810.00	4,500.00	690.00	84.7
10-54-75 INVESTIGATIVE SERVICES	927.89	2,427.89	3,500.00	1,072.11	69.4
10-54-80 OFFICER RECRUITING	.00	288.00	1,500.00	1,212.00	19.2
10-54-87 LIABILITY INSURANCE	.00	8,394.47	8,394.00	( .47)	100.0
10-54-97 PUBLIC RELATIONS	.00	299.24	500.00	200.76	59.9
<b>TOTAL PUBLIC SAFETY</b>	<b>36,254.11</b>	<b>335,257.69</b>	<b>508,266.00</b>	<b>173,008.31</b>	<b>66.0</b>
<b>PUBLIC WORKS</b>					
10-56-01 SALARIES	14,864.68	92,494.39	109,780.00	17,285.61	84.3
10-56-02 401(A) EMPLOYER MATCH	339.45	2,783.26	3,493.00	709.74	79.7
10-56-11 SS/MEDICARE EXPENSE	1,133.46	7,044.79	8,398.00	1,353.21	83.9
10-56-12 UNEMPLOYMENT EXPENSE	44.61	277.58	329.00	51.42	84.4
10-56-13 EMPLOYEE HEALTH INSURANCE	2,900.96	31,794.56	47,456.00	15,661.44	67.0
10-56-14 WORKER'S COMPENSATION	.00	6,399.00	5,741.00	( 658.00)	111.5
10-56-15 FUEL	205.61	2,670.02	6,000.00	3,329.98	44.5
10-56-25 REPAIRS & MAINT - EQUIPMENT	855.68	16,238.46	13,000.00	( 3,238.46)	124.9
10-56-30 TOOLS, MAT'LS, & SUPPLIES	1,092.03	4,930.05	5,000.00	69.95	98.6
10-56-35 EDUCATION & TRAINING	.00	.00	2,000.00	2,000.00	.0
10-56-40 ELECTRIC STREET LIGHTS & SIGNS	321.39	2,922.72	6,000.00	3,077.28	48.7
10-56-45 TELEPHONE	572.00	1,797.00	2,100.00	303.00	85.6
10-56-50 MAINTENANCE BUILDING - UTILITY	543.51	5,888.61	8,600.00	2,711.39	68.5
10-56-60 VEHICLE RENTAL PAYMENT	1,451.62	14,516.20	17,420.00	2,903.80	83.3
10-56-70 STREET REPAIRS	875.61	196,907.15	250,000.00	53,092.85	78.8
10-56-82 TOWN SHOP BUILDING REPAIRS	19.85	1,641.84	7,000.00	5,358.16	23.5
<b>TOTAL PUBLIC WORKS</b>	<b>25,220.46</b>	<b>388,305.63</b>	<b>492,317.00</b>	<b>104,011.37</b>	<b>78.9</b>

TOWN OF FAIRPLAY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b><u>PARKS &amp; RECREATION</u></b>					
10-58-30 TOOLS, MATERIALS, & SUPPLIES	977.98	2,371.06	4,000.00	1,628.94	59.3
10-58-41 PARKS UTILITIES	36.75	299.70	400.00	100.30	74.9
10-58-42 VAULT RESTROOMS MAINTENANCE	610.97	1,009.97	2,500.00	1,490.03	40.4
10-58-50 CEMETERY EXPENSE	.00	337.86	300.00	( 37.86)	112.6
10-58-86 FAIRPLAY RIVER PARK	15,224.54	367,331.69	400,000.00	32,668.31	91.8
10-58-95 LAND LEASE PAYMENT	.00	25,990.18	25,990.00	( .18)	100.0
<b>TOTAL PARKS &amp; RECREATION</b>	<b>16,850.24</b>	<b>397,340.46</b>	<b>433,190.00</b>	<b>35,849.54</b>	<b>91.7</b>
<b><u>NON-DEPARTMENTAL EXPENDITURE</u></b>					
10-61-15 LIABILITY INSURANCE	.00	16,973.82	16,121.00	( 852.82)	105.3
10-61-17 AUDIT FEES	.00	5,220.00	5,100.00	( 120.00)	102.4
10-61-23 TREASURER'S FEES - MILL LEVY	5.26	3,897.47	4,000.00	102.53	97.4
10-61-25 PUBLISHING EXPENSE	.00	331.28	1,000.00	668.72	33.1
10-61-30 DUES & MEMBERSHIPS	.00	1,615.00	2,000.00	385.00	80.8
10-61-60 ABATEMENT	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL NON-DEPARTMENTAL EXPEND</b>	<b>5.26</b>	<b>28,037.57</b>	<b>30,221.00</b>	<b>2,183.43</b>	<b>92.8</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>123,037.29</b>	<b>1,609,860.73</b>	<b>2,116,832.00</b>	<b>506,971.27</b>	<b>76.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>68,051.12</b>	<b>249,269.54</b>	<b>( 195,646.00)</b>	<b>( 444,915.54)</b>	<b>127.4</b>

TOWN OF FAIRPLAY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

CONSERVATION TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>INTERGOVERNMENTAL REVENUES</u>					
20-44-10 COLORADO LOTTERY FUNDS	.00	3,061.11	4,000.00	938.89	76.5
20-44-20 PARK COUNTY GRANTS	.00	.00	25,000.00	25,000.00	.0
<b>TOTAL INTERGOVERNMENTAL REVE</b>	<b>.00</b>	<b>3,061.11</b>	<b>29,000.00</b>	<b>25,938.89</b>	<b>10.6</b>
<u>INTEREST INCOME</u>					
20-46-50 INTEREST INCOME SAVINGS	.06	10.71	40.00	29.29	26.8
<b>TOTAL INTEREST INCOME</b>	<b>.06</b>	<b>10.71</b>	<b>40.00</b>	<b>29.29</b>	<b>26.8</b>
<b>TOTAL FUND REVENUE</b>	<b>.06</b>	<b>3,071.82</b>	<b>29,040.00</b>	<b>25,968.18</b>	<b>10.6</b>

TOWN OF FAIRPLAY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

CONSERVATION TRUST FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATION EXPENSE</u>					
20-73-75 BURRO PARK	.00	.00	27,500.00	27,500.00	.0
TOTAL OPERATION EXPENSE	.00	.00	27,500.00	27,500.00	.0
TOTAL FUND EXPENDITURES	.00	.00	27,500.00	27,500.00	.0
NET REVENUE OVER EXPENDITURES	.06	3,071.82	1,540.00	( 1,531.82)	199.5

TOWN OF FAIRPLAY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

INTERNAL SERVICE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>REVENUE</u>					
32-47-20 DEPT RENTAL PAYMENTS	4,475.66	44,756.60	53,709.00	8,952.40	83.3
TOTAL REVENUE	4,475.66	44,756.60	53,709.00	8,952.40	83.3
TOTAL FUND REVENUE	4,475.66	44,756.60	53,709.00	8,952.40	83.3

TOWN OF FAIRPLAY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

INTERNAL SERVICE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
32-58-10 POLICE VEHICLES	38,101.00	38,101.00	.00	( 38,101.00)	.0
TOTAL EXPENDITURES	38,101.00	38,101.00	.00	( 38,101.00)	.0
TOTAL FUND EXPENDITURES	38,101.00	38,101.00	.00	( 38,101.00)	.0
NET REVENUE OVER EXPENDITURES	( 33,625.34)	6,655.60	53,709.00	47,053.40	12.4

TOWN OF FAIRPLAY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FAIRPLAY UTILITY ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>WATER REVENUE</u>					
51-42-05 POTABLE WATER	30,503.50	320,964.10	400,000.00	79,035.90	80.2
51-42-20 LIEN REVENUE	.00	4,421.55	.00	( 4,421.55)	.0
51-42-32 WATER FACILITY MAINTENANCE FEE	121.82	487.28	500.00	12.72	97.5
51-42-34 WATER METERS, PRV, PARTS	.00	.00	1,000.00	1,000.00	.0
51-42-36 PENALTY NON-COMPLIANCE	40.00	400.00	480.00	80.00	83.3
51-42-40 PLANT INVESTMENT FEES	.00	13,500.00	7,500.00	( 6,000.00)	180.0
51-42-60 OTHER WATER REVENUE	.00	640.00	22,500.00	21,860.00	2.8
<b>TOTAL WATER REVENUE</b>	<b>30,665.32</b>	<b>340,412.93</b>	<b>431,980.00</b>	<b>91,567.07</b>	<b>78.8</b>
<u>WATER-MISCELLANEOUS REVENUE</u>					
51-44-15 DOLA-GRANT REVENUE	.00	17,067.05	.00	( 17,067.05)	.0
<b>TOTAL WATER-MISCELLANEOUS REV</b>	<b>.00</b>	<b>17,067.05</b>	<b>.00</b>	<b>( 17,067.05)</b>	<b>.0</b>
<u>WASTEWATER REVENUE</u>					
51-46-05 WW USER FEES	55,638.60	552,038.84	665,640.00	113,601.16	82.9
51-46-20 LIEN REVENUE	.00	4,478.30	.00	( 4,478.30)	.0
51-46-30 LIEN REVENUE - INTEREST	.00	13.64	.00	( 13.64)	.0
51-46-40 PLANT INVESTMENT FEES	.00	27,641.81	8,351.00	( 19,290.81)	331.0
51-46-60 OTHER WASTEWATER REVENUE	.00	48.68	100.00	51.32	48.7
<b>TOTAL WASTEWATER REVENUE</b>	<b>55,638.60</b>	<b>584,221.27</b>	<b>674,091.00</b>	<b>89,869.73</b>	<b>86.7</b>
<u>INTEREST/FEE REVENUE</u>					
51-48-10 INTEREST ON INVESTMENTS	80.80	6,694.58	35,500.00	28,805.42	18.9
51-48-30 LATE FEES	1,360.15	11,723.71	13,000.00	1,276.29	90.2
<b>TOTAL INTEREST/FEE REVENUE</b>	<b>1,440.95</b>	<b>18,418.29</b>	<b>48,500.00</b>	<b>30,081.71</b>	<b>38.0</b>
<b>TOTAL FUND REVENUE</b>	<b>87,744.87</b>	<b>960,119.54</b>	<b>1,154,571.00</b>	<b>194,451.46</b>	<b>83.2</b>



TOWN OF FAIRPLAY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FAIRPLAY UTILITY ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EMPLOYEE EXPENSES</u>					
51-70-01 SALARIES	26,079.85	201,477.84	293,174.00	91,696.16	68.7
51-70-02 401A EMPLOYER MATCH	585.85	5,714.31	9,318.00	3,603.69	61.3
51-70-11 SS/MEDICARE EXPENSE	1,992.76	15,433.69	22,538.00	7,104.31	68.5
51-70-12 UNEMPLOYMENT EXPENSE	78.21	606.50	884.00	277.50	68.6
51-70-13 EMPLOYMENT HEALTH INSURANCE	4,378.20	64,741.49	114,352.00	49,610.51	56.6
51-70-14 WORKER'S COMPENSATION	.00	5,432.00	5,564.00	132.00	97.6
51-70-15 BOARD OF TRUSTEE SALARIES	.00	750.00	1,440.00	690.00	52.1
<b>TOTAL EMPLOYEE EXPENSES</b>	<b>33,114.87</b>	<b>294,155.83</b>	<b>447,270.00</b>	<b>153,114.17</b>	<b>65.8</b>
<u>OFFICE/GENERAL EXPENSE</u>					
51-72-02 BANK/CREDIT CARD FEES	443.57	4,564.92	6,500.00	1,935.08	70.2
51-72-06 COMPUTER/SOFTWARE/SUPPORT-O	861.49	18,644.40	22,000.00	3,355.60	84.8
51-72-10 MISCELLANEOUS	426.00	929.14	1,000.00	70.86	92.9
51-72-14 OFFICE SUPPLIES	242.39	2,416.92	2,500.00	83.08	96.7
51-72-18 POSTAGE EXPENSE	272.49	3,211.52	3,000.00	( 211.52)	107.1
51-72-22 PUBLISHING EXPENSE	.00	532.81	500.00	( 32.81)	106.6
51-72-26 TELEPHONE EXPENSE	303.44	3,396.12	4,500.00	1,103.88	75.5
51-72-30 TOWN HALL RENTAL PAYMENT	.00	.00	12,397.00	12,397.00	.0
51-72-34 UTILITIES-OFFICE	105.95	1,830.63	2,000.00	169.37	91.5
51-72-38 VEHICLE/EQUIP RENTAL TO ISF	1,451.62	14,516.20	17,420.00	2,903.80	83.3
51-72-42 VEHICLE MAINTENANCE/REPAIR	855.66	3,215.13	5,000.00	1,784.87	64.3
<b>TOTAL OFFICE/GENERAL EXPENSE</b>	<b>4,962.61</b>	<b>53,257.79</b>	<b>76,817.00</b>	<b>23,559.21</b>	<b>69.3</b>
<u>CONTRACTUAL FEES</u>					
51-73-20 AUDITOR FEES	.00	3,480.00	3,400.00	( 80.00)	102.4
51-73-40 INSURANCE-PROPERTY/LIABILITY	.00	11,980.76	10,748.00	( 1,232.76)	111.5
51-73-60 LEGAL FEES	24.00	2,158.00	5,000.00	2,842.00	43.2
<b>TOTAL CONTRACTUAL FEES</b>	<b>24.00</b>	<b>17,618.76</b>	<b>19,148.00</b>	<b>1,529.24</b>	<b>92.0</b>

TOWN OF FAIRPLAY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FAIRPLAY UTILITY ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER - PLANT &amp; EQUIPMENT</u>					
51-74-10 CHEMICAL AND SUPPLIES	.00	878.58	2,000.00	1,121.42	43.9
51-74-15 COMPUTER EXPENSE-WATER SYSTE	.00	750.00	3,000.00	2,250.00	25.0
51-74-17 CONTRACT PLANT OPERATOR	1,500.00	3,500.00	.00	( 3,500.00)	.0
51-74-20 DITCH MAINTENANCE	.00	.00	500.00	500.00	.0
51-74-25 EDUCATION	.00	245.00	3,000.00	2,755.00	8.2
51-74-30 ENGINEERING FEES	4,343.75	55,205.68	50,000.00	( 5,205.68)	110.4
51-74-35 FUEL	87.12	1,319.32	2,000.00	680.68	66.0
51-74-40 HASP MEMBERSHIP DUES	1,400.00	1,400.00	1,400.00	.00	100.0
51-74-45 LEAKS AND REPAIRS	.00	1,621.84	10,000.00	8,378.16	16.2
51-74-50 MISCELLANEOUS	135.78	337.78	2,000.00	1,662.22	16.9
51-74-55 PERMITS/DUES/LOCATES	242.35	1,655.80	1,000.00	( 655.80)	165.6
51-74-60 PUMPHOUSE EXPENSE	.00	.00	500.00	500.00	.0
51-74-65 REPAIR & MAINTENANCE-EQUIP	.00	8,962.42	7,000.00	( 1,962.42)	128.0
51-74-70 UTILITIES	211.53	2,052.08	3,000.00	947.92	68.4
51-74-75 TESTING AND SUPPLIES	363.00	547.00	2,500.00	1,953.00	21.9
51-74-80 TOOLS AND SUPPLIES	384.90	510.40	2,000.00	1,489.60	25.5
51-74-85 WATER METERS	.00	5,318.23	2,000.00	( 3,318.23)	265.9
51-74-90 WATER TANKS	13.96	146.72	1,000.00	853.28	14.7
51-74-95 WATER TREATMENT PLANT	1,542.54	31,630.00	15,000.00	( 16,630.00)	210.9
<b>TOTAL WATER - PLANT &amp; EQUIPMENT</b>	<b>10,224.93</b>	<b>116,080.85</b>	<b>107,900.00</b>	<b>( 8,180.85)</b>	<b>107.6</b>
<u>WASTEWATER-PLANT &amp; EQUIPMENT</u>					
51-76-10 CAPITAL EXPENDITURES	.00	.00	30,000.00	30,000.00	.0
51-76-15 CHEMICALS AND SUPPLIES	.00	276.51	3,000.00	2,723.49	9.2
51-76-20 COLLECTION SYSTEM MAINTENANC	6.99	31,559.69	30,000.00	( 1,559.69)	105.2
51-76-25 COMPUTER EXPENSE-WW SYSTEM	.00	8,125.59	3,000.00	( 5,125.59)	270.9
51-76-27 CONTRACT - ORC	5,000.00	12,500.00	.00	( 12,500.00)	.0
51-76-30 EDUCATION	.00	562.00	3,000.00	2,438.00	18.7
51-76-35 ENGINEERING FEES	.00	872.13	10,000.00	9,127.87	8.7
51-76-40 FUEL	50.54	1,282.77	2,000.00	717.23	64.1
51-76-45 MISCELLANEOUS	.00	1,565.08	1,000.00	( 565.08)	156.5
51-76-50 PERMITS/DUES/LOCATES	22.35	3,477.61	4,300.00	822.39	80.9
51-76-55 REPAIRS AND MAINTENANCE-EQUIP	.00	37,325.59	55,000.00	17,674.41	67.9
51-76-60 SLUDGE REMOVAL/DISPOSAL	.00	108,275.00	40,000.00	( 68,275.00)	270.7
51-76-65 TESTING AND SUPPLIES	633.00	5,627.26	6,000.00	372.74	93.8
51-76-70 TOOLS AND SUPPLIES	1,956.67	5,732.01	2,000.00	( 3,732.01)	286.6
51-76-75 TRASH	75.00	675.00	900.00	225.00	75.0
51-76-80 UTILITIES-PLANT	4,696.92	48,070.60	60,000.00	11,929.40	80.1
<b>TOTAL WASTEWATER-PLANT &amp; EQUIP</b>	<b>12,441.47</b>	<b>265,926.84</b>	<b>250,200.00</b>	<b>( 15,726.84)</b>	<b>106.3</b>

TOWN OF FAIRPLAY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FAIRPLAY UTILITY ENTERPRISE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
51-80-02 LOAN PRINCIPAL	.00	.00	209,900.00	209,900.00	.0
51-80-04 LOAN INTEREST	.00	54,102.18	104,230.00	50,127.82	51.9
<b>TOTAL DEBT SERVICE</b>	<b>.00</b>	<b>54,102.18</b>	<b>314,130.00</b>	<b>260,027.82</b>	<b>17.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>60,767.88</b>	<b>801,142.25</b>	<b>1,215,465.00</b>	<b>414,322.75</b>	<b>65.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>26,976.99</b>	<b>158,977.29</b>	<b>( 60,894.00)</b>	<b>( 219,871.29)</b>	<b>261.1</b>



## MEMORANDUM

**TO:** Mayor and Board of Trustees

**FROM:** Mason Green, Assistant Town Manager and Public Works Director

**RE:** 501 Main Street Façade Design

**DATE:** November 10, 2020

---

Staff has begun conversations with Mr. Will Crago, owner of Equilibrium Architecture, about designing façade improvements for the 501 Main Street building. It was determined through the 501 Main Street Adaptive Reuse/Feasibility Study that one of the major opinions by our residents is that the building needs exterior renovations as it is considered an eyesore. To that end Staff reached out to several architecture firms and were pleased that local architect, Mr. Crago, was interested in performing the redesign of the exterior of the building.

Mr. Crago has prepared a proposal which is here before you today. Approval of Resolution No. 33 will engage Mr. Crago to perform this redesign.

Staff recommends approval of Resolution No. 33 which will require a Motion, Second and roll call vote.

**“Where History Meets the High Country”**

**TOWN OF FAIRPLAY, COLORADO**

**RESOLUTION NO. 33  
Series of 2020**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, APPROVING A CONTRACT WITH EQUILIBRIUM ARCHITECTURE FOR DESIGN SERVICES FOR THE EXTERIOR OF 501 MAIN STREET.**

**WHEREAS**, the Town of Fairplay purchased the old County office building at 501 Main Street in 2019; and,

**WHEREAS**, the Town of Fairplay engaged Downtown Redevelopment Services to perform a Adaptive Reuse/Feasibility study in 2019; and,

**WHEREAS**, the results of the 2019 Adaptive Reuse/Feasibility Study showed a clear desire from the community to see the exterior of the 501 Main Street building refurbished; and,

**WHEREAS**, Equilibrium Architecture, a local firm, has put together a proposal to redesign the exterior of the building; and,

**WHEREAS**, the Board of Trustees wish to engage Equilibrium Architecture to redesign the exterior of the 501 Main Street Building.

**NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO**, approve the Agreement for Architectural Services with Equilibrium Architecture, dated October 27, 2020.

**RESOLVED, APPROVED, and ADOPTED** this 16<sup>th</sup> day of November, 2020.

TOWN OF FAIRPLAY, COLORADO

(Seal)

\_\_\_\_\_  
Frank Just, Mayor

ATTEST:

\_\_\_\_\_  
Tina Darrah, Town Clerk

**Equilibrium Architecture Agreement for Architectural Services**

This Agreement is made as of the 27th day of October in the year 2020, between the Client and Equilibrium Architecture Inc. (hereafter referred to as EA) for the following Project:

**Client Name:**

Town of Fairplay  
P.O. Box 267  
Fairplay, CO 80440

**Project:**

Exterior Remodel  
501 Main Street  
Fairplay, CO

I have developed this agreement for architectural services for the exterior remodel based on the information that has been provided to me including the Adaptive Re-Use/Feasibility Study prepared by Downtown Development Services LLP.

**The base fee for architectural services as outlined below will be**

**\$ 19,500.00**

**and will include the following services, to be performed at your request:**

- 1. Predesign Services: **\$1,300.00** (6.7% of base fee)**
  - .1 Review and analyses of existing conditions and design constraints, to include:
    - a. ~~Topography (Owner to coordinate surveyor's work.)~~
    - b. ~~Geology (Owner to coordinate geotechnical work.)~~
    - c. Views.
    - d. Solar, wind and weather patterns.
    - e. Vegetation.
    - f. Immediate neighbors.
    - g. Subdivision and municipal requirements.
  - .2 Development of preliminary building program, based on initial information provided by client in the 'Pre-design Worksheet' and supporting documentation.
  - .3 Initial research of municipal planning requirements, including attendance at pre-application conferences as required by those parties.
  
- 2. Drafting of Existing Conditions **\$6,500.00** (33.3% of base fee)**
  - .1 Measure and draft existing conditions.
    - a. ~~Site Plan~~
    - b. ~~Floor Plans~~
    - c. ElevationsThe existing conditions are necessary for submittal for building permit. These act as a basis for design and are necessary to demonstrate before and after conditions for the project.
  
- 3. Schematic Design Services: **\$2,925.00** (15% of base fee)**
  - .1 Conceptual studies, based on site analysis and building program provided by client. Documentation to include ~~site plans, floor plans~~, exterior elevations and building sections as dictated by project and client requirements. Client must indicate preferred design scheme at the conclusion of this phase.
  - .2 Schematic building ~~and site design~~ documents, to include:
    - ~~Site plan.~~

**100 Platte Drive, Suite #2  
P.O. Box 1896  
Fairplay, CO 80440  
719.836.9028  
[www.equilibriumarchitecture.com](http://www.equilibriumarchitecture.com)**

~~Floor and roof plans.~~  
Exterior elevations, including exterior finish selections.  
Preliminary program and budget projection, based on similar projects.  
Client must approve the schematic design at the conclusion of this phase.

**4. Design Development and Planning Services: \$2,925.00 (15% of base fee)**

- .1 Development of approved schematic design. Documents to include:  
~~Site plan.~~  
~~Landscape plan.~~  
~~Floor plans, including preliminary interior finish selections.~~  
Exterior elevations, including exterior finish selections.  
Building sections showing key design elements.  
Client must approve the design at the conclusion of this phase. Conclusion of design development phase assumes that most major design decisions have been studied, discussed and decided on by client.
- .2 Preliminary design submittal to municipal planning department, and required follow-up work, to include attendance at one Planning Commission meeting (if required) to attempt to secure approval. No guarantee of approval is expressed or implied by this agreement. Note: required fees and engineering are not included in the scope of work and shall be considered reimbursable expenses.

**5. Construction Documents Services: \$5,850.00 (30% of base fee)**

- ~~.1 Site plan (including conceptual grading and utilities).~~  
~~.2 Building floor plans at scale of 1/4" = 1'-0".~~  
~~.3 Interior finish, door and window schedules and associated notes.~~  
.4 Complete exterior elevations at scale of 1/4" = 1'-0" and exterior materials schedule.  
.5 Building sections at scale of 1/4" = 1'-0" if necessary  
.6 Typical wall section at scale of 3/4" = 1'-0".  
.7 Additional details as required for building permit and customary subcontractor bids.  
.8 Revised preliminary estimate of construction cost, based on similar projects.  
~~.9 Outline mechanical and electrical plans.~~  
.10 Coordination of structural engineering as required by client or municipality. Final decisions on EA sub-consultants shall be a joint decision by EA and client.  
.11 Final design submittal to municipal planning department, and required follow-up work to attempt to secure approval. No guarantee of approval is expressed or implied by this agreement. Note: required fees and engineering are not included in the scope of work and shall be considered reimbursable expenses.

**6. Bidding or Negotiation Services: Additional Services - To be billed on an hourly basis**

- .1 Assistance with obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

**7. Construction Administration Services: Additional Services - To be billed on an hourly basis**

- .1 Assistance in obtaining building permit.  
.2 Preconstruction meeting with general contractor and selected subcontractors, if requested by client or general contractor.  
.3 Site visits during construction.  
.4 Shop drawing review.  
.5 Pay request review, if requested by client.  
.6 Final punch list and project closeout procedures.

**8. Items not included** in the scope of services of Equilibrium Architecture Inc. include, but are not limited to:

- .1 Boundary and topographical survey (required prior to commencement of work.)  
.2 Soils report (may be required for structural engineering and building permit.)  
.3 Civil engineering services (detailed grading and/or utilities design.)  
.4 Structural engineering services (required for building permit.)  
.5 Mechanical and electrical engineering, in addition to that noted above.

- .6 Written project specifications.
- .7 Additional items requested by the municipal planning and building departments including, but not limited to: additional site plan drawings, additional roof plan drawings, study models, and the like.
- .8 Items noted above as 'provided by client.'

**9. Billing procedures**

- .1 Initial payment is required prior to commencement of work, and shall be applied against the final invoice for Basic Services per this Agreement. The initial payment shall be 10% of basic compensation or \$1,000.00; whichever is greater, unless otherwise noted in this Agreement.
- .2 Invoices:
  - .1 Invoices shall be sent on a monthly basis unless otherwise determined by EA.
  - .2 Amounts due for portions of this Agreement to be performed on an hourly basis shall be determined by EA per rates and conditions outlined herein.
  - .3 Amounts due for lump sum portions of this Agreement shall be determined by EA as the percentage of the work for project phase completed at that time.
  - .4 Invoices are payable upon receipt by Client. Invoices thirty days past due shall accrue interest at the rate of 21% per annum from date of original invoice. If, through no fault of Architect, Owner does not make payment within 15 days after the date it becomes due, then without prejudice to any other right or remedy Architect may have, Architect may stop all Work until payment of the amount owing has been received.
- .3 EA shall be entitled to reimbursement for time and expenses incurred to collect any past due amounts, including attorney's fees, court costs, interest, and any other related expenses.
- .4 These Billing Procedures, including billing rates for labor and reimbursable expenses, shall be reviewed and adjusted on an annual basis.
- .5 Payment in full is due upon delivery of completed Construction Documents by the Architect to the Client.
- .6 Standard billing rates for Equilibrium Architecture personnel: (This applies to Additional Services, not base fee.)
  - .1 Project Architect: \$120.00 per hour
  - .2 EA shall determine billing rates for EA personnel.
- .7 Consultants arranged for and billed through EA (if not included in basic services) shall be billed in addition to compensation for Basic Services, as follows: cost + 18%
- .8 Reimbursable expenses include expenses incurred by EA in the interest of the project. Expenses shall be billed in addition to compensation for Basic Services, as follows, unless otherwise noted in this Agreement.
  - .1 All expenses, unless otherwise noted: cost + 18%
  - .2 Computer plots and reproductions:
    - 24x36 plot (B&W): \$4.00 each
    - 24x36 plot (color): \$6.00 each
    - 11x17 print (B&W): \$.20 each
    - 11x17 print (color): \$.50 each
    - 8.5x11 print (B&W): \$.10 each
    - 8.5x11 print (color): \$.25 each
  - .3 Photographs: \$0.50 each
  - .4 Mileage: \$0.55 per mile
- .9 Overtime labor, performed at the request of the Client, shall be billed at 150% of standard rates.

**10. Scope of Work**

- .1 The Scope of Work (also referred to as 'Basic Services') covered in this Agreement shall be limited to those items specifically outlined in writing. Both parties must agree to changes in the Scope of Work before services will be rendered for such changes.
- .2 Work considered to be additional services shall be billed at standard rates in addition to basic compensation for the project.
- .3 If the Basic Services covered by this Agreement have not been completed within twelve months of the date hereof, through no fault of EA, extension of the EA services beyond that time shall be compensated as additional services, unless otherwise noted in this Agreement.



- .4 Should the Scope of Work significantly change during the course of the project, both parties agree to adjust the fee structure accordingly.

**11. Client's duty of responsibility**

- .1 The Client understands and agrees that time and communications are critical issues in any building project and that prudent decisions must be made in order to maintain the project schedule. Accordingly, the Client will be asked to approve the progress of the work at project milestones.
- .2 EA shall rely on the information provided by the Client. In the event that such information changes, the Client agrees to promptly inform EA.
- .3 Substantial revisions to the scope of work shall be accompanied by adequate revisions to the project budget, size, quality, and/or schedule.
- .4 Substantial revisions to the work after approval of pertinent project phase shall be considered additional services and billed as such.
- .5 In recognition of the relative risks, rewards and benefits of this Project to both the Client and EA, the Client agrees that the total liability of EA for negligent acts, errors and omissions shall not exceed \$50,000.00 or the amount of basic compensation, whichever is greater.

**12. Ownership of designs and documents**

- .1 All creative work, designs, drawings, specifications, calculations and computer files are instruments of service; as such they belong to and remain the property of EA, and are protected under copyright law. EA shall make copies for the Client's appropriate use on this project only. Unauthorized use for other projects is prohibited.
- .2 EA will not be liable for any improper or illegal use of creative work, designs, drawings, specifications, or other instruments of service.
- .3 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.
- .4 The drawings and construction documents produced under this contract are specific to this project and these parties and are produced under the direction of the owner. Any transfer of ownership of the property for which these drawings were produced does not apply to this contract and will release EA from all liability for the project and the terms of this contract should these drawings be used by a different owner.

**13. Termination of agreement**

- .1 This Agreement may be terminated by either party upon seven days written notice, should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. If this Agreement is terminated prior to completion of Construction Drawings, the initial payment is forfeit and shall be retained by the Architect. All amounts due to the Architect for work completed prior to termination shall be invoiced to the Client and are due upon receipt of such invoice.

As stated above, my office invoices our work for the design and working drawings phases of the project as a percentage of each phase of the project calculated on a lump sum basis. I perform bidding/negotiation and construction administration services on an hourly basis, since my level of involvement varies according to the requirements of each project. This agreement is based on the assumption that my office will perform our work beginning in the winter of 2020 in anticipation of construction commencing in spring/summer of 2021.

As stated above, this agreement is based on the preliminary information which my office has received from you and is valid for 30 days. After this time my office reserves the right to modify this agreement due to changing workload requirements. In the event that there is a change in the project program or the scope of work, both parties shall agree to revise the fee structure accordingly.

**I will also require an initial payment of \$1,950.00**, which will be applied to the final invoice for this project. Once I receive this signed Agreement, initial payment, and information noted above as 'provided by client', I will begin work.

Please call me if you would like to discuss any aspects of this agreement. Thanks again for this opportunity. I look forward to hearing from you soon.

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**Client Signature**

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Printed Name  
(and Title, if applicable)



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**Architect Signature**

Will Crago  
President and Principal Architect  
Equilibrium Architecture Inc.





## MEMORANDUM

**TO:** Mayor and Board of Trustees  
**FROM:** Tina Darrah, Town Clerk  
**RE:** Discussion/Approval of Design Bid for Phase Two of the Fairplay River Park  
**DATE:** November 12, 2020

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We have received a design bid for the next River Park development project, with the main focus being a trail connecting the walking path that comes off of 8<sup>th</sup> Street east along the river to the new access road by Hwy. 285. Please read through the materials included from DHM as they have good explanations of the project. We have the funds available in our fund balance to complete the design work currently. Once we have an estimate of costs for the construction, we could be eligible for several different grant opportunities. There has been discussion of hiring a qualified contractor through an RFQ process during the design phase, rather than waiting for the design to be completed and then putting out an RFP. The advantages to this are that you get a contractor on board that will have an understanding of exactly what the design goals are as the contractor works hand in hand with the designer. This collaborative arrangement allows the contractor to have input on the design – especially in regard to the practical, on-the-ground application of design elements. The designer and the contractor then work together to come up with cost estimates. This is what we would use for grant applications.

Mayor Just and Trustee Stapp plan to recuse themselves from this discussion item and any further discussions at the Board meetings related to Phase Two of the Fairplay River Park. As you all know, Mr. Just owns a civil construction company, Betone, and he may be interested in submitting a bid for this project. Ms. Stapp is an employee of Betone and will therefore recuse herself as well.

### **Recommended Action:**

Motion to approve the design bid as presented and to authorize staff to execute a professional services agreement with DHM Design This will require a second and a roll call vote.

**TOWN OF FAIRPLAY, COLORADO**

**RESOLUTION NO. 34  
Series of 2020**

**A RESOLUTION OF THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO, APPROVING A CONTRACT WITH DHM DESIGN FOR DESIGN SERVICES FOR PHASE TWO OF THE FAIRPLAY RIVER PARK.**

**WHEREAS**, the Town is nearing completion of the construction of Phase One of the Fairplay River Park; and,

**WHEREAS**, DHM Design completed the design for the River Park Master Plan and Phase One of the River Park giving them a great understanding of the desires of the community and the Town Board in regards to the design for the Fairplay River Park; and,

**WHEREAS**, DHM Design has put together a proposal to complete the design work for Phase Two of the Fairplay River Park, which includes .8 mile of walking trail connecting the parking lot at the east end of the park adjacent to HWY 285 to the existing walking path that begins at the 8<sup>th</sup> Street parking lot; and

**WHEREAS**, the Board of Trustees wish to engage DHM Design to design Phase Two of the Fairplay River Park.

**NOW THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES FOR THE TOWN OF FAIRPLAY, COLORADO**, approve the proposal as submitted by DHM Design dated November 10, 2020 attached hereto as Exhibit A and authorizing the Town Administrator to sign such documents as necessary to begin the project immediately.

**RESOLVED, APPROVED, and ADOPTED** this 16<sup>th</sup> day of November, 2020.

TOWN OF FAIRPLAY, COLORADO

(Seal)

\_\_\_\_\_  
Scott Dodge, Mayor Pro-tem

ATTEST:

\_\_\_\_\_  
Tina Darrah, Town Clerk

November 10, 2020

Ms. Tina Darrah  
Town Administrator & Town Clerk  
901 9<sup>th</sup> Street  
Fairplay, Colorado 80440  
(719) 836-2622

**RE: Town of Fairplay – Phase 2 of the Fairplay River Park**

Dear Ms. Darrah:

Thank you for the opportunity to provide this proposal for Landscape Architectural Design Services for the Phase 2 portion of the Fairplay River Park project. Per our previous conversations and site review meeting, please review our revised proposal for our services. Based upon our efforts during the Fairplay River Park Master Planning and at the Town's request, DHM Design has prepared the following scope of work and schedule of professional fees:

**PROJECT UNDERSTANDING:**

**Phase 2: Scope of "East River Loop Trail" Trail Design:** We understand that the Town is requesting design services for the trail loop known as the "East River Loop Trail" from the overall Fairplay River Park Master Plan dated early 2019. This trail loop is approximately .8 miles long and starts at the existing Town Hall, follows the new access road (constructed as part of Phase 1) down to the river, heads west along the river until it reaches the existing trail that accesses the small pull-off area located at the intersection of 8<sup>th</sup> & Front Street. From this pull-off area, the route would follow existing sidewalks through town and back to Town Hall.

Given the existing conditions found on site and master planned design efforts, our intent is to provide a trail that is designed to ADA standards, as much as possible, on existing grades along the river, unless directed otherwise. Starting at the east side of the project area, design & layout would be completed for the soft surface (gravel) parking area at the bottom of the newly constructed road, outside of the CDOT ROW. Once we reach the west side of the project limits, we would design an elevated boardwalk over a small section of wetland area and tie directly into the existing asphalt trail. This elevated boardwalk structure would also be designed to ADA standards in that we would ensure that the structure would not exceed 5% max slope. This elevated boardwalk structure would match other existing structures found on the site, such as the adjacent wood boardwalk structure and the adjacent steel stair structure. We would use design characteristics from both of them to design this structure. Also, as part of this project, we would assist the Town in redesigning the railing system on the existing bridge to the southwest, that crosses over the river at the south access road to the Beach.

All trail surfaces will be crusher fines, located roughly at the existing current grade unless existing current grades are not within ADA design standards or grades excessively vary through the route. Grading will be necessary through this route to account for depth of crushed gravel and crusher fines materials. Providing a topographic survey is necessary to ensure all trail improvements do not increase the floodplain through this corridor. As part of this process, we would utilize a "Letter of No-Rise" to state that improvements have not increased the elevation of the floodplain through the corridor due to improvements. Should FEMA require information backing the "Letter of No-Rise", our project Civil Engineer is available to provide this highly detailed information, for review and use by the City Engineer and Floodplain Administrator.

# DHM DESIGN



## Trail Design - "East River Loop Trail"

### **PROJECT SCOPE:**

#### **Phase 2: Scope of "East River Loop Trail" Trail Design work shall include:**

- 30% Conceptual Design (Schematic Design – SD)
  - Meeting #1: Attend a virtual kick-off meeting with Town Staff to review existing concept
  - Provide detailed project survey and utility locates
  - Provide detailed conceptual layout of trail and possible locations of staircase – Hand graphics only
  - Meeting #2: (1) virtual meeting with Town Staff to review and receive comments regarding conceptual layout
  - Upon approval of the 30% Conceptual Design, 65% Design Development plans will be developed.
- 65% Design Development
  - 65% Level: Site Layout, Grading, LA/Civil/Structural Detailing
  - Design Development level cost estimate
  - Meeting #3: (1) virtual meeting with Town Staff to review and receive comments regarding the Design Development package
  - Upon approval of the 65% Design Development plans, 95% Construction Document plans will be developed
  - Phasing Plan (If necessary)
- 95% Construction Document
  - 95% Level: Site Layout, Grading, LA/Civil/Structural Detailing
  - 95% Construction Document level cost estimate
  - Meeting #4: (1) virtual meeting with Town Staff to review and receive comments regarding the 95% Construction Documents package
  - Upon approval of the 95% Construction Document, Final Bid Document plans will be developed.
  - Revised Phasing Plan (If necessary)

# DHM DESIGN

- Final Bid Documents
  - Upon approval of the 95% Construction Document package, DHM shall finalize the Construction Document package – Final Bid Documents
  - “Letter of No-Rise” for submission to FEMA – Submission to FEMA by Town (if necessary)
  - Final cost estimate

## **Phase 2: Design Omissions and Inclusions:**

- It is assumed that:
  - This trail will be placed roughly on-grade in all locations along the river to ensure we do not provide a rise in the floodplain, thereby requiring full modeling of the corridor.
  - No coordination with CDOT will be necessary for any portion of this project
  - No utility design will be necessary for this project
  - No in-river improvements will be included in this phase of the project

## **CONSTRUCTION ADMINISTRATIVE SERVICES:**

The following is a list of construction administrative services typically provided on our projects:

- Kick-off Meeting with selected Contractor
- On-site project review meetings (with contractor and Town Staff) and distribution of meeting minutes.
- The design team will provide shop drawing and submittal review as necessary
- Respond to Requests for Information (RFI)
- Issue Supplemental Information
- Review Change Orders
- Review and certify contractor’s application for payment
- Attend key milestone review meetings, as needed
- Preliminary and Final Punchwalk Lists
- Review material test reports
- Provide construction observation with field reports at regular intervals or at critical points in construction.
- Assistance with project closeout
- Coordinate as-built drawings with Contractor – Drawings by Contractor

As requested, we are providing (4) Construction Observation visits to the project area, as part of our proposal. DHM is available to assist with any of the services outlined above, based on an hourly basis, above and beyond our (4) Construction Observation visits.

## **PROJECT DELIVERABLES:**

DHM will provide full size PDF plans sets for each of the 30%, 65%, 95% and Final Bid Document submittals. Additional hard-copies can be made available based on direct costs.

## **PROFESSIONAL FEES:**

See attached detailed spreadsheet

## **Pricing Notes:**

- All requested fees are billed hourly to a top set fee amount and any remaining fee would not be billed to the Town. For example: If Structural Design was for wall design instead of staircase design, there would be a cost savings to the Town.



# DHM DESIGN

## **SCHEDULE AND STAFF:**

Matthew Whipple will lead our team of designers as the Principal-in-Charge and Project Manager for this project. DHM staff is available to begin coordination and design of this project immediately to meet your schedule.

## **DHM Design Staff:**

Matthew Whipple – Principal (Project Manager)

Bill Neumann – Principal (Project Advisor)

Kyle Davis – Landscape Architect

Joe Anderson – Landscape Designer

## **Sub-Consultants:**

Mace, LLC – Mace Pemberton (Civil Engineering and Survey)

San Engineering – John Migliaccio (Structural Engineer)

Burnett Land Surveying – Tom Burnett (Survey)

Again, thank you for the opportunity to provide this revised proposal for Landscape Architectural Design Services for the Phase 2 portion of the Fairplay River Park project. We look forward to hearing from the Town.

Respectfully,  
DHM Design Corporation



**Matthew Whipple – NRPA**  
Principal – DHM DESIGN

# Fairplay River Park - Phase 2

Town of Fairplay, Colorado  
Work Plan and Professional Fees

Prepared By: DHM Design  
Date: 11.10.2020

## DESCRIPTION OF SERVICES

Landscape Architect		Civil & Hydraulic Engineer	Structural Engineer	Survey
DHM Design		Mace, LLC.	San Engineering	Burnett Surveying
Principal-In-Charge / Project Manager	Designer	Civil Engineer	Irrigation Designer	Project Surveyor
\$105	\$100	LS	LS	LS

### TASK 1: SCHEMATIC DESIGN

- Coordinate and provide project survey
- Assemble base map info & review any provided background information

#### Staff Meeting #1: Project Kickoff Meeting: Virtual

- Team meeting
- Identify and Evaluate Trail Alternatives
- Discuss maintenance concerns Parks Staff and Public Works
- Project Scheduling:
  - Coordinate with project team and Town Staff to discuss project milestone dates
- Kick-off meeting notes/follow-up coordination

- Prepare (1) Preliminary Concept Plan with general layout of trail and materials for review

#### Submittal #1:

- (1) Preliminary Concept Plan for Town Staff review

#### Staff Meeting #2: Town Staff to review and provide comments regarding conceptual plan

- This discussion will serve as basis for moving the project forward into the Design Development process

- General Design and Project Coordination - (Town, Design Team, etc.)

#### Meetings:

- (1) Kick-off Meeting - Virtual
- (1) Staff Review Meetings - Virtual

#### Submittals:

- Preliminary Concept Plan - PDF Format

#### Deliverables:

- Kick-off meeting notes - PDF Format
- Concept Plan - PDF Format
- Staff Meeting #2 meeting notes - PDF Format

						\$ 3,500.00
	24.00					
1.00	1.00					
	1.00					
8.00	4.00					
	1.00					
1.00	1.00					
16.00						

**Task 1: Subtotals:**     \$ 4,290.00     \$ 3,200.00     \$ -     \$ -     \$ 3,500.00

### TASK 2: DESIGN DEVELOPMENT - 65% SUBMITTAL

- Prepare preliminary Design Development package including, but not limited to:

- Existing Conditions Plan
- Layout & Materials Plan
- Layout & Materials Plan Enlargements
  - Preliminary design of key areas
- Grading Plan
  - Preliminary overall grading of site - Coordination with Civil
  - Preliminary detailed grading design of key areas
- Landscape Plans
  - Preliminary landscape design & planting material selection
- Landscape Details and Plant List
- Site Details - Stair structure, walls, signage, etc.
- Civil Engineering
  - Preliminary Grading Review
  - Preliminary Erosion Control Plan
- Structural Engineering
  - Preliminary Staircase Foundation or Wall Design & Detailing
  - Preliminary Staircase Steel Framing Design & Detailing
- 65% Design Development level cost estimate
- 65% Phasing Plan (if necessary)

36.00	80.00					
1.00	6.00					
1.00						



**TASK 4: BIDDING & CONSTRUCTION ADMINISTRATION SERVICES**

**Construction Services - Included in Fee**

- Attend on-site review meetings with Contractor and Town Staff with distribution of meeting minutes - (4) Meetings 26.00

**Bidding Services**

- Prepare pre-bid meeting agenda
- Attend pre-bid meeting
- Assist in answering bidding questions
- Review submitted bid for discrepancies and make recommendation
- Assist with Contractor Selection

**Construction Services - Available on T&E Basis**

- Kickoff Meeting with selected Contractor
- Submittal Review
- Address incoming RFIs
- Issue supplemental information
- Review project change orders
- Attend key milestone review meetings, as needed
- Payment application review
- Review material testing results
- Preliminary Punch-Walk with punch list
- Final Punch-Walk with punch-list
- Assist with project closeout
- Coordinate as-built drawings with Contractor – Drawings by Contractor

**Task 4: Subtotals:**     \$   4,290.00   \$   -     \$   -     \$   -     \$   -

**Project Subtotal:**     \$   27,307.50   \$   10,000.00     \$   11,220.00     \$   9,000.00     \$   3,500.00  
 Expenses (mileage, printing, etc.):     \$     550.00

**Project Total:     \$     71,477.50**

**Proposal Inclusions and Omissions**

1. All time for scope of work outlined above to be billed hourly to a top set not-to-exceed fee. Any work not outlined in the scope above would be billed at our direct cost for time and expense.
2. Refer to Proposal letter for Design Omissions and Inclusions. DHM is available to provide design services for all additional work described in the Design Omissions and Inclusions billed at our direct costs for time and expense.
3. Electrical design has not been provided for this project. DHM is available to bring an Electrical Engineer onto the team for any electrical design needs, billed at our direct costs for time and expense - Per the Master Plan, electrical needs are not necessary at this time.
4. Per the approved Master Plan, shade structures are not included in the scope of this project. Structural design will be limited to elevated boardwalk design only.
5. It is anticipated that the original Geotech Report for previous staircase design efforts shall be adequate for the new elevated boardwalk structure. Should additional Geotechnical investigations be necessary, those investigations would be contracted through Town.
6. DHM Staff is available to start any requested work immediately.
7. All project meetings will be held virtually unless otherwise requested. Travel time will be billed at our direct costs for time and expense.
8. Per Town requests, (4) on-site project review meetings have been included in this scope of work. Additional Construction Admin services, if requested, shall be billed at our direct time and expense costs.
9. Should HECRAS modeling (Hydraulic Analysis) be required as backup information for FEMA, we are able to provide this modeling service billed at our direct cost for time and expense of \$15,400.