



**Board of Trustees  
Regular Meeting Agenda  
Fraser Town Hall, 153 Fraser Avenue and Virtually  
Wednesday May 4, 2022  
6:00 PM- 9:00 PM**

**Members of the Board may have dinner together @ 5:30  
p.m.**

**NOTE: Times are approximate and agenda subject to  
change**

**Watch the meeting live on Fraser's YouTube  
Channel** <https://www.youtube.com/channel/UCs5aHnl7d-kk0j1cxV28DSg>

**Participate in the meeting through our virtual platform  
Zoom Meeting Information**

<https://us02web.zoom.us/j/2590408013>

**Meeting ID:259 040 8013**

**Phone 1-346-248-7799**

1. **6:00 P.M.** Workshop- Development Code Update
2. **7:00 P.M.** Roll Call
3. **Approval Of Agenda**
4. **Consent Agenda**
  - a. Minutes April 20, 2022  
  
Documents:  
  
[TBM 2022-04-20.Pdf](#)  
[Sign In Sheet April 20, 2022.Pdf](#)
  - b. Resolution 2022-05-04 Grand County Fishing Company Winter Park Flyfisher License  
  
Documents:  
  
[Resolution 2022-05-04 Grand Fishing License.pdf](#)  
[2022 Winter Park Flyfishing License 2022 FINAL.pdf](#)

**5. Discussion And Possible Action Regarding**

a. Deputy Clerk Position

Documents:

[May 4 Staff Memo On Deputy Clerk Position.pdf](#)  
[2022 Deputy Clerk.pdf](#)

b. Fraser River Valley Regional Housing Partnership Appointment - Ed

Documents:

[Draft Board Application.pdf](#)

c. Northwest Colorado Council Of Governments Appointment - Ed

d. Human Resources

e. Thank You To The Election Judges - Ed

f. Byers Avenue Waterline Replacement And Cozens Bathroom Updates - Ed

**6. Open Forum**

a) Business not on the agenda (If you would like to request time on the agenda please contact the Town Clerk)

**7. Updates**

a. Committee Minutes

Documents:

[PAC 3\\_18\\_22.Pdf](#)  
[PAC 4\\_15\\_22.Pdf](#)  
[PCM 2022-03-23.Pdf](#)  
[WWC 2022-01-11.Pdf](#)

b. Building Report

Documents:

[Fraser Report March 2022.Pdf](#)

**8. Adjourn**

**UPCOMING MEETING  
WEDNESDAY, MAY 18, 2022 BOARD OF TRUSTEES**

<u>Board</u>	<u>Staff</u>
<u>Direct</u> : Define the service, product or value	<u>Lead</u> : Future focused planning

to be delivered	
<u>Protect</u> : Establish the operational boundaries to be respected by Staff and monitored by the Board	<u>Manage</u> : Now focused policy and procedural guidance to ensure on time, on budget, and on target service delivery
<u>Enable</u> : Advocacy, resource development, and role discipline	<u>Accomplish</u> : Ensure the work defined by the direction of the Board of Trustees is accomplished

Please contact the Town Clerk to request accommodations to assist people with disabilities to participate in public meetings. Listening devices for people with hearing impairment are available upon request.

Town Clerk, Antoinette McVeigh 970-531-9943 or [amcveigh@town.fraser.co.us](mailto:amcveigh@town.fraser.co.us)

**FRASER BOARD OF TRUSTEES  
MINUTES**

**DATE:** April 20, 2022

**MEETING:** Board of Trustees Regular Meeting

**PLACE:** Fraser Town Hall Board Room and Virtually

**PRESENT Board:** Mayor Philip Vandernail; Mayor Pro-Tem Eileen Waldow; Trustees; Andy Miller, Brian Cerkvenik, Katie Soles, Parnell Quinn and Kaydee Fisher

**Staff:** Town Manager, Ed Cannon; Town Clerk, Antoinette McVeigh; Assistant Town Manager, Michael Brack; Town Planner Catherine Trotter, Public Works Director, Russell Pennington, Chief of Police Glen Trainor

**Others:** See attached list

Mayor Vandernail called the meeting to order at 7:05 p.m.

1. **Rollcall:** Mayor Philip Vandernail; Mayor Pro-Tem Eileen Waldow; Trustees; Andy Miller, Brian Cerkvenik, Katie Soles, Parnell Quinn and Kaydee Fisher
2. **Elected Official Oath of Office**  
Town Clerk McVeigh sworn in elected officials Kaydee Fisher, Lewis Gregory and Katie Soles.

Trustee Gregory was seated with the Trustees.

3. **Thank you to Trustee Andy Miller**  
The Board thanked Andy Miller for his dedication to the town.
4. **Approval of Agenda:**  
Trustee Soles moved, and Trustee Cerkvenik seconded the **motion** to approve amended the agenda to move item Discussion item c) Mayor Pro-Tem to item a), and Camber Brewing Special Event Permit to item c). **Motion carried: 7-0.**
5. **Consent Agenda:**  
a) Minutes April 6, 2022  
  
Trustee Waldow moved, and Trustee Cerkvenik seconded the **motion** to approve the consent agenda. **Motion carried: 7-0.**
6. **Discussion and Possible Action:**  
a) Resolution 2022-04-05 Appointment of The Mayor Pro-Tem

Mayor Vandernail moved to appoint Trustee Waldow as Mayor Pro-Tem. Trustee Soles moved to appoint Brian Cerkvenik as the Mayor Pro-Tem. Trustee Cerkvenik moved to

appoint Trustee Waldow as Mayor Pro-Tem and Trustee Quinn seconded the **motion**.  
**Motion carried: 7-0.**

b) Resolution 2022-04-04 Municipal Appointments

Trustee Waldow moved, and Trustee Soles seconded the **motion** to appoint:

Town Clerk: Antoinette McVeigh

Town Attorney: Kent Whitmer

Town Treasurer: Rob Clemens

Municipal Judge: Ronald W Carlson

Alternate Municipal Judge: Thad Renaud

**Motion carried: 7-0.**

c) Camber Brewing Special Event Permit Application

Trustee Cerkvenik moved, and Trustee Quinn seconded the **motion** to approve the Camber Brewing Special Event Permit Application. **Motion carried: 7-0.**

d) Resolution 2022-04-07 Grant Agreement for Operation Turnkey Grant for Procurement of Victoria Village

Trustee Waldow moved, and Trustee Soles seconded the **motion** to approve Resolution 2022-04-07 Grant Agreement for Operation Turnkey Grant for Procurement of Victoria Village. **Motion carried: 7-0.**

e) Resolution 2022-04-06 Authorizing the Town Manager to Sign Bridge Loan Documents

Trustee Soles moved, and Trustee Waldow seconded the **motion** to approve Resolution 2022-04-06 Authorizing the Town Manager to Sign Bridge Loan Documents. **Motion carried: 7-0.**

f) Resolution 2022-04-08 Approving an Intergovernmental Agreement Establishing Fraser Valley Housing Partnership

Trustee Soles moved, and Trustee Quinn seconded the **motion** to approve Resolution 2022-04-08 Approving an IGA Establishing Fraser Valley Housing Partnership. **Motion carried: 5-2, Nay Waldow and Fisher.**

g) Byers Avenue Waterline Replacement and Effects on Service Lines Update  
The Town is working to secure a contractor to complete the Byers Avenue Waterline Replacement in 2022. The Town will work with homeowners on Byers Avenue to incentivize replacing the homeowners service line simultaneously during the project. If the main line and service line can be done concurrently this is a cost savings to the homeowner.

h) Cozens Open Space Bathroom Update

The Town is working to secure a contractor to complete the Cozens Open Space Bathrooms. Town Planner Trotter has reached out to DOLA in an effort to extend the

deadline to complete the project. If DOLA agrees the Town can still receive the Grant money for the project.

i) Authorized Users Update for Town Accounts

Trustee Gregory moved, and Trustee Soles seconded the **motion** to move to update the authorized users to have access to the following Town of Fraser accounts: Colorado Trust, US Bank, Bank of the West, Citywide Bank and United Business Bank by removing the previous Finance Manager Beth Williams and adding the current Finance Director Rob Clemens. Rob Clemens will have full access to the accounts but will not have check signing authority. **Motion carried: 7-0.**

7. **Open Forum:**

Berkeley George, a Byers Avenue resident thanked the town for the update on the Byers Avenue waterline replacement and asked some questions regarding the project.

8. **Updates:**

- a) Marketing and Communications Manager Wieck presented the Explore Fraser Website, The Mountain Mural Festival is scheduled for August 5-7, Music in the Park will begin on June 28.
- b) Trustee Soles requested someone to attend the Working Group on May 6 in her absence. Town Manager Ed Cannon will attend.
- c) Trustee Cerkvnik mentioned at the WWAC meeting the tap fee on vacant land had been discussed. No action taken.
- d) The Board will need to make a new appointment to NWCCOG as Trustee Miller was previously the Fraser representative.
- e) Board Retreat, staff will look at dates in May.

9. **Executive Session:**

For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f)(I) and not involving any specific employees who have requested discussion of the matter in open session. Regarding Personnel, include Town Manager Ed Cannon.

Trustee Cerkvnik moved, and Trustee Soles seconded the **motion** to open the Executive Session at 8:34 p.m. **Motion carried: 7-0.**

Trustee Soles moved, and Trustee Gregory seconded the **motion** to close the Executive Session at 9:36 p.m. **Motion carried: 7-0.**

10. **Adjourn:**

Trustee Soles moved, and Trustee Waldow seconded the **motion** to adjourn. **Motion carried: 7-0.** Meeting adjourned at 9:36 p.m.

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Antoinette McVeigh, Town Clerk



**TOWN BOARD REGULAR MEETING  
REGISTRATION SHEET  
APRIL 20, 2022**

The Public Forum is an opportunity for the public to present their concerns and recommendations regarding Town Government issues to the Town Board. Those wishing to address the Town Board will be allowed a five-minute presentation. A maximum of six (6) people will be allowed to address the Town Board at each Public Forum. If a topic that you wish to discuss has been scheduled for a formal Town Board Meeting, we would ask that you reserve your remarks for that specific date and time. Topics that are in litigation with the Town will not be heard during this forum. All presenters are urged to: (1) state the concern; and (2) list possible solutions. Please keep the following guidelines in mind:

- Remarks that discriminate against anyone or adversely reflect upon the race, color, ancestry, religious creed, national origin, political affiliation, disability, sex, or marital status of any person are *out of order* and may end the speaker's privilege to address the Board.
- Defamatory or abusive remarks or profanity are *out of order* and will not be tolerated.

Anyone attending Town Board meetings must sign in to ensure accurate records and minutes. Sign your name, address, and email on the sign in sheet. Thank you for your cooperation.

NAME	PHYSICAL ADDRESS	EMAIL
Dennis Soles	187 Byers Ave	dsoles@eastgrandfire.com
Julie & Berkeley George	117 Byers Ave	Julie@JulieGeorge.com
Nick Kutrumbos	70 Timber Dr WP	NickKutrumbos@Comcast.com
Aixa Gregory	72 Meadow Trail	aixa.alvarado@comcast.net
Ted Cherry	607 W Topaz Granby	tedcherry@townofgrahy.com
Rebecca Kaufman	78515US Hwy 40 WP	

**TOWN OF FRASER  
RESOLUTION NO. 2022-05-04**

A RESOLUTION AUTHORIZING EXECUTION OF A LICENSE FOR GUIDING AND CASTING LESSONS ON COZENS RANCH OPEN SPACE AND FRASER PONDS 1 AND 2

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF FRASER, COLORADO THAT:

1. The Mayor is hereby authorized to execute the attached license agreement for commercial guiding and casting lessons on Cozens Ranch Open Space and Fraser Ponds 1 and 2 after Grand County Water and Sanitation District #1 has approved the agreement.

DULY MOVED, SECONDED AND ADOPTED THIS 4<sup>TH</sup> DAY OF MAY, 2022.

Votes in favor: \_\_\_\_\_  
Votes opposed: \_\_\_\_\_  
Absent: \_\_\_\_\_  
Abstained: \_\_\_\_\_

BOARD TRUSTEES OF THE  
TOWN OF FRASER, COLORADO

BY: \_\_\_\_\_  
Mayor

ATTEST:

(S E A L)

\_\_\_\_\_  
Town Clerk





## LICENSE AGREEMENT

Permission is hereby granted by the Town of Fraser and Grand County Water and Sanitation District #1 (District)(hereinafter referred to as " Town" and "District," respectively) to Grand County Fishing Company/Winter Park Flyfisher (hereinafter referred to as "Licensee") for "commercial recreational" use of its public lands in connection with guided wade fishing trips along and within the Fraser River lands owned by the Town, located south of CR 804 and north of Rendezvous Road and commonly known as Cozens Ranch Open Space, and conducting fly casting classes and lessons on the Fraser Ponds 1 and 2 owned District (hereinafter referred to as "Subject Lands").

This license is subject to all provisions of the commercial operational guidelines contained herein, the State of Colorado outfitter licensing requirements, and is limited to use of the Subject Lands for the purpose of conducting guided fishing trips and fly-casting classes and lessons only.

A copy of this license shall be carried by guides, employees, and representatives of the Licensee while operating activities on the subject lands.

This license has been granted pursuant to the following stipulations:

1. The Licensee shall operate as a licensed and bonded Active Outfitter under the permit number as issued by the State of Colorado, Department of Regulatory Agencies. All guides employed by the Licensee will adhere to all pertinent regulations of the State of Colorado and all will maintain First Aid and CPR training certificates. Additionally, all will be equipped with appropriate first aid equipment during the conduct of all commercial operations.
2. The Licensee' operations shall be limited to guided fishing trips and fly-casting classes and lessons only (Activities).
  - a. Guided fishing trips shall include no more than one guide and two clients and are limited to 20 user days per year. A user day is defined as one client a day. Two clients on a single day constitute 2 used days.
  - b. Fly-casting lessons shall have a maximum class size of eight (8) participants and may occur on Fraser Ponds 1 or 2. Lessons shall not exceed two hours.
  - c. Hours of operation for guided trips and fly-casting lessons are between 8:00 AM to 6:00 PM.
  - d. No Activities are permitted on any federally recognized holiday or during any special events on the Subject Lands.
3. The Licensee shall maintain daily logs and reports of Activities. Reports shall be submitted to the Town monthly. Reports shall include the following information:

- a. Section of river fished and number in party.
  - b. Water temperature and clarity.
  - c. Observance of angling pressure (light, medium, heavy).
  - d. Fish count by species (Rainbow, Brown, Cutthroat, etc.).
  - e. Water level as reported by the United States Geological Survey.
4. The Licensee's operations will be conducted in an "environmentally friendly" manner and shall be limited to catch and release fishing employing barbless hooks only. Any changes in the aquatic habitat (i.e., moving or placing of any structure) and trimming of any vegetation or other physical changes to the Subject Lands are strictly prohibited. No Activities shall occur on the Subject Lands when water temperatures exceed 65 degrees Fahrenheit.
  5. This license does not provide the Licensee with any authority to enforce any local, state, or federal laws or regulations, nor does it exempt the Licensee from any such laws or regulations. The Licensee is encouraged to report any violations to State Wildlife Officers or local law enforcement officers but shall not initiate or undertake any enforcement contact or actions.
  6. The Licensee shall maintain a current business license with the Town and shall maintain a current outfitter license with the State.
  7. This license does not provide any special parking or access privileges on the Subject Lands, and the Licensee does not have priority over any special events conducted on or any other public use of the Subject Lands.

The Licensee agrees to assume all responsibility for any risks associated with the use or condition of the Subject Lands or the Town/District owned facilities on it, and the Activities conducted pursuant to this License. The Licensee hereby forever releases and discharges the Town and District and all of their agents and employees from any and all liabilities, claims, demands, or causes of action that the Licensee may hereinafter have for injuries or damages arising out of the use or condition of the Subject Lands or the Town/ District owned facilities on it.

The Licensee further agrees to obtain a similar in writing from any and all other clients engaged in the Activities, including employees and guests of the Licensee, such release is attached hereto and incorporated herein by this reference. Such form of release bearing the original signature of each participant in the Activities shall be obtained before commencement of the Activities and shall be delivered to the Town along with a monthly report of the month in which the Activities occur.

The Licensee further agrees to indemnify and hold the Town and District harmless from and against all damages, losses, claims, judgments, costs and expenses, including attorney's fees, suffered or incurred by the Town and/ or District in connection with or as a result of the use or condition of the Subject Lands, the Town or District owned facilities on it, or the Activities permitted hereby, including but not limited to any claims by third parties who may use the Subject Lands or the Town or District owned facilities on it.

Prior to commencement of any Activities pursuant to this License, the Licensee shall provide the Town with a current certificate of liability insurance and endorsement naming the Town and District as an additional insured, which provides coverage for the risks specified in the preceding paragraph in the

following minimum amounts: \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate.

Nothing contained herein shall be deemed a waiver by the Town or District of the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, Section 24- 10- 101, et. seq., Colorado Revised Statutes, as the same may from time to time be amended, or otherwise available to the Town, its officers or employees.

Town and District reserves the right to revoke the permission granted herein to use the Subject Lands at any time prior to or during the scheduled Activities, with or without cause and without liability to the Licensee or anyone else on account of such revocation. Such revocation shall be effective upon oral or written notice to the Licensee.

This license is nontransferable.

This license has been issued for the period of June 1, 2022, through October 15, 2022 only and is subject to renewal on an annual basis.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Town of Fraser  
By Philip Vandernail, Mayor

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Grand County Water and Sanitation District #1  
By Arthur Ferrari, President

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Grand County Fishing Co./Winter Park Flyfisher  
By Jeff Ehlert

**FISHING WARNING, ASSUMPTION of RISK, LIABILITY RELEASE, INDEMNITY and HOLD HARMLESS AGREEMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING.  
THIS IS A RELEASE OF LIABILITY AND WAIVER OF CERTAIN LEGAL RIGHTS.**

The person who is fishing on Town of Fraser, Colorado, property shall be referred to hereinafter as "PARTICIPANT". "THE UNDERSIGNED" means only the PARTICIPANT when the PARTICIPANT is age 18 or older **OR** it means both the PARTICIPANT and the PARTICIPANT's parent or legal guardian when the PARTICIPANT is under the age of 18. THE UNDERSIGNED agree and understand that Fishing (hereinafter the "ACTIVITY") can be **HAZARDOUS AND INVOLVES THE RISK OF PHYSICAL INJURY OR DEATH.**

THE UNDERSIGNED agree and understand that there are risks associated with participating in the ACTIVITY and that falls, **INJURIES AND/OR DEATH** may result from engaging in the ACTIVITY. THE UNDERSIGNED agree and understand that risks include, but are not limited to: use of equipment, hooks, natural and manmade hazards, surface and environmental conditions, falls, drowning, water currents and conditions, dehydration, the effects of high elevations, and strenuous physical exertion.

In consideration for allowing the PARTICIPANT to participate in the ACTIVITY, THE UNDERSIGNED hereby **ASSUME ALL RISKS** associated with the PARTICIPANT's participation in the ACTIVITY. Additionally, THE UNDERSIGNED **AGREE TO HOLD HARMLESS, RELEASE, DEFEND AND INDEMNIFY** the Town of Fraser, Colorado, and its insurance carriers, agents, employees, representatives, assignees, officers, and directors (each hereinafter as "RELEASED PARTY") **FOR ANY AND ALL LIABILITY** and/or claims for injury or death to persons or damage to property arising from the PARTICIPANT's participation in the ACTIVITY, **including those claims based on any RELEASED PARTY's alleged or actual NEGLIGENCE or BREACH OF any express or implied WARRANTY.**

THE UNDERSIGNED take full responsibility for any injury or loss to PARTICIPANT, including death, which PARTICIPANT may suffer, arising in whole or in part out of the ACTIVITY. By signing this release, THE UNDERSIGNED **AGREE NOT TO SUE** any RELEASED PARTY and agree they are **releasing any right to** make a claim or **file a lawsuit** against any RELEASED PARTY. THE UNDERSIGNED further **AGREE TO DEFEND AND INDEMNIFY** each RELEASED PARTY for any and all claims of THE UNDERSIGNED and/or a THIRD PARTY arising in whole or in part from the PARTICIPANT's participation in the ACTIVITY. THE UNDERSIGNED agree to pay all costs and attorney's fees incurred by any RELEASED PARTY in defending a claim or suit brought by or on behalf of THE UNDERSIGNED.

THE UNDERSIGNED represent that the PARTICIPANT is in good health and there are no special problems associated with his/her care. THE UNDERSIGNED authorize any RELEASED PARTY and/or their authorized personnel to call for medical care for the PARTICIPANT or to transport the PARTICIPANT to a medical facility or hospital if, in the opinion of such personnel, medical attention is needed. THE UNDERSIGNED agree that upon the PARTICIPANT's transport to any such medical facility or hospital that the RELEASED PARTY shall not have any further responsibility for the PARTICIPANT. Further, THE UNDERSIGNED **agree to pay all costs** associated with such medical care and related transportation provided for the PARTICIPANT and shall **indemnify and hold harmless the RELEASED PARTY from any costs incurred therein, or any claims arising therefrom.**

In consideration for allowing the PARTICIPANT to participate in the ACTIVITY and for using the Town of Fraser, Colorado, property, THE UNDERSIGNED agree that **ANY AND ALL CLAIMS** for injury and/or death arising from the PARTICIPANT's participation in the ACTIVITY shall be **GOVERNED BY COLORADO LAW** and **EXCLUSIVE JURISDICTION** of any claim shall be in the **DISTRICT COURT residing where the alleged incident occurred or in the FEDERAL COURT FOR THE STATE OF COLORADO.**

In the case of a minor PARTICIPANT, the undersigned parent or legal guardian acknowledges that he/she is also signing this release on behalf of the minor PARTICIPANT and that the minor PARTICIPANT shall be bound by all the terms of this release. Additionally, **by signing this release as the parent or legal guardian of a minor STUDENT, the parent or legal guardian understands that he/she is waiving certain rights on behalf of the minor that the minor otherwise may have.** The

undersigned parent or legal guardian agree that but for the foregoing, the minor PARTICIPANT would not be permitted to participate in the ACTIVITY.

By signing this release without a parent or guardian's signature, the PARTICIPANT represents that he/she is at least 18 years of age, or, if signing as the parent or guardian of the PARTICIPANT, you represent that you are the **legal** parent or guardian of the minor PARTICIPANT.

This release shall be binding to the fullest extent permitted by law. If any part of this release is deemed to be unenforceable, the remaining terms shall be an enforceable contract between the parties. This release shall be binding upon the assignees, subrogors, distributors, heirs, next of kin, executors and personal representatives of THE UNDERSIGNED.

PARTICIPANT understands and agrees that the Town of Fraser, Colorado, is relying on, and does not waive or intend to waive by any provision of this Liability Release, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, Section 24-10-101, et seq., Colorado Revised Statutes, as the same may from time to time be amended, or otherwise available to Fraser, its officers or employees.

**I HAVE CAREFULLY READ THE FOREGOING LIABILITY RELEASE, UNDERSTAND ITS CONTENTS, AND AM AWARE THAT I AM RELEASING CERTAIN LEGAL RIGHTS THAT I OTHERWISE MAY HAVE.**

_____	_____
Printed Name of PARTICIPANT	Signature of PARTICIPANT
	Date

_____	_____
Printed Name of Parent/Legal Guardian #1	Signature of Parent/Legal Guardian #1
	Date

_____	_____
Printed Name of Parent/Legal Guardian #2	Signature of Parent/Legal Guardian #2
	Date

Emergency Contact: \_\_\_\_\_ ( \_\_\_\_\_ )  
\_\_\_\_\_) \_\_\_\_\_ NAME/RELATION  
TELEPHONE



MEMO TO: Mayor Vandernail and the Board of Trustees  
FROM: Ed Cannon, Town Manager  
DATE: May 4, 2022  
SUBJECT: Deputy Clerk Position

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**MATTER BEFORE BOARD:**

Approval to increase staffing to create the Deputy Clerk position

**BACKGROUND:**

The Fraser Town Clerk has many duties and responsibilities spelled out in state statutes, municipal code, and as appointed by the Board of Trustees and the Town Manager. The list of duties includes agenda preparation, recording meeting minutes, records management, business licenses, liquor licenses, marijuana licenses, Short Term Rental (STR) licensing and administration, municipal elections, and CORA requests, as well as a host of other daily duties that the Clerk performs with no other staff available to perform them. Because of these many responsibilities, the Clerk must prioritize work efforts, and many of the duties assigned cannot receive full effort or attention. As such, records management and STR administration are two primary areas that need the most attention.

At the close of 2021, Finance Department General Accountant Becky Allison was appointed as Deputy Clerk as an additional duty. However, her responsibilities only included posting meeting notices, taking meeting minutes, and attesting resolutions and ordinances during Town Clerk absences.

**DEPUTY CLERK DUTIES AND RESPONSIBILITIES:**

A full description of the duties and responsibilities are listed in the job description attached to this report. However, the position will focus primarily on the following duties:

- Records retention, management, and disposition
- STR licensing and administration
- CORA requests
- Town Safety Committee management
- CIRSA risk-management coordination
- Customer service
- Assume ALL Clerk duties during Town Clerk absences

The proposed salary range for this position is Grade 400, \$53,976 - \$78,245.

**CONSIDERATIONS:**

**Financial:**

The position can be funded in 2022 without the need for a budget amendment. Fraser currently has 6 vacancies across our organization, and the salary saving through the first four months of 2022 amounts to approximately \$87,760. The Deputy Clerk would likely start in July, which would generate a salary cost of approximately \$33,000 for the remainder of 2022.

**Office space:**

Staff is evaluating options for reorganizing workspace within Town Hall to create desk space for the position and create greater efficiency in Finance and Administration departments.

**RECOMMENDATION:**

Approve increasing staffing levels to create the Deputy Clerk position.

**Attachment:**

Deputy Clerk Job Description

## Job Description

**JOB TITLE:** Deputy Town Clerk      **DEPARTMENT:** Administration

**REPORTS TO:** Town Clerk

**HOURS:** Works as required to perform job responsibilities  
This is a non-exempt position

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### **GENERAL PURPOSE:**

Under direction of the Town Clerk, performs a variety of clerical duties in support of the Town Clerk's Office including records management, CORA requests, administer of short-term rental program, business licensing, meeting preparation and meeting minutes as needed, election duties, risk management, website administration, customer service and assisting with general administration. There is regular interaction with the public including contact in person, by telephone, and via email. May also serve as acting Town Clerk when assigned. Works under the direct supervision of the Town Clerk.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(The following statements are illustrative of the essential functions of the job and do not include other nonessential or auxiliary duties required. The Town of Fraser retains the right to modify or change the duties or essential functions of the job at any time.)

- Records Management, organize, file, maintain records and assisting with the disposal of records that have met the required retention period.
- Researching, locating, and retrieving documents in response to Colorado Open Records Act requests
- Administer the short-term rental program and business licensing in accordance with the town code and ordinances.
- Support Town Clerk in preparing Town Board meeting agendas and packets, transcribing minutes, notifying participants of their scheduled appearance before Town Board, and setting up the board room before scheduled meetings.
- Attendance at Town Board and Planning Commission meetings during evening hours as required. Manage meeting audio and visual streaming.
- Manage the Safety Committee, schedule meetings, take and transcribe minutes and/or to lead the meeting as assigned. Scheduling training for all departments as requested.
- Meet the Risk Control standards to establish and maintain a comprehensive risk management program.
- Assists with walk-in reception to Town Hall and directs customers as appropriate.
- Supports the Town Clerk with election duties and special projects as assigned.
- Provide Notary Public Service to the Staff, Board, Commissions and Public.
- Performs the duties of the Town Clerk in the absence of the Town Clerk.
- Communicate effectively in person, over the telephone, and in writing, assisting when able or transferring the call when unable.



### **OTHER DUTIES AND RESPONSIBILITIES:**

- In the absence of the Town Clerk, provides information to the public, civic groups, and government agencies.
- Manages a limited amount of time and prioritizes work to ensure that all essential duties completed correctly, accurately, and on time.
- Provides excellent internal and external customer service by responding to public inquiries in a professional manner, both written and verbal, provides assistance and support to the Town Clerk, Town Board, Town Manager and others as assigned.
- In the absence of the Town Clerk, administers the Oath of Office to Town Board and Police Officers.
- Continually seeks to improve job skills through education and training

### **DESIRED MINIMUM QUALIFICATIONS:**

The employee in this position must possess the following knowledge, skills, and abilities:

- The ability to maintain confidentiality and exercise sound judgement is imperative.
- General knowledge of office management procedures, records management, filing systems, and office correspondence.
- Ability to operate office machines and personal computers, including word processing, database and spreadsheet programs, calculator, copy machine, fax machine, a multi-line phone system, recording software and equipment and all software pertinent to the Clerk's Office.
- Knowledge of business English and spelling; ability to produce quality written documents that deploy a professional appearance.
- Outstanding attention to detail and organizational skills.
- Ability to understand and follow both written and verbal instructions and to work under both close, general, or no supervision depending upon the nature of the assignment.
- Knowledge of records retention and management procedures. The ability to accurately file numerically, alphabetically, alphanumerically, chronologically and use the record management database.
- Ability to establish effective relationships with other departments as well as with community associations, business contacts, civic organizations, and various other groups and individuals.
- Knowledge of risk management and safety practices.
- Must have the ability to deal tactfully and communicate effectively in a clear and concise manner, both verbally and in writing, with employees, elected officials, appointed committee members and the public.
- This position requires a thorough knowledge of the Town Code, ordinances, resolutions and other laws, rules, regulations, and policies pertaining to municipal government.
- Must be able to work evening hours.
- Must be able to demonstrate team leadership and management skills while maintaining a good attitude and courteous demeanor even during stressful or crisis situations.
- Should possess good decision and critical thinking skills.
- Must demonstrate sound work ethics as well as being consistent and fair.

**EXPERIENCE, EDUCATION, AND TRAINING:**

- High school diploma or equivalent.
- Two years of experience in a clerical work environment.
- Municipal experience and strong records management skills preferred.

**LICENSES/CERTIFICATIONS**

- Notary Public Commission or the ability to obtain such commission once hired.



# Fraser River Valley Housing Partnership

**Name:**

**Physical Address:**

**Mailing Address:**

**Email:**

**Phone Number:**

What interests you about serving on the board of the Fraser River Valley Housing Partnership?

Why should the Town Board consider you for appointment to this board?

What relevant experience, skills, and/or talents do you feel would help you be a contributing member to this board? What other, if any, civic organizations are/were you involved in and what are/were your accomplishments?

Why do you think you would be a good fit to serve as a member of the board?

**PUBLIC ARTS COMMITTEE  
MINUTES**

**DATE:** Friday, March 18th, 2022  
**MEETING:** Public Arts Committee Special Meeting  
**PLACE:** Fraser Town Hall Board Room

**PRESENT**

**Board:** Jerilyn Schuster, Steve Fitzgerald, Callie McDermott, Cindy McCoy,  
Steve Fitzgerald, Eric Vandernail, Tara Hendricks  
**Staff:** Marketing and Communications Manager, Sarah Wieck

1. **Regular Meeting:** Roll Call

Steve called the meeting to order at 9:16 a.m.

2. **Approval of Agenda:**

Cindy moved, and Callie seconded the **motion** to approve the Agenda. **Motion carried: 7-0.**

3. **Consent Agenda:**

Callie moved, and Cindy seconded the **motion** to approve the Agenda. **Motion carried: 7-0.**

Minutes – January 14th, 2022

4. **Discussion**

- a. Mural Festival
  - i. Theme - The unique way in which Fraser interacts with the 4 elements.
  - ii. Sponsorships for all events
  - iii. Welcome party is where packet pickup is located
  - iv. 30 murals
  - v. Brand consistently

- vi. Artist's choice
- vii. Two stages

- b. Production company for mural festival -
  - 1. Management of property area
  - 2. Sponsorships
  - 3. Advertising
  - 4. Vendors
  - 5. Volunteer management
  - 6. Updating auction site
  - 7. Music/bands

5. **Open Forum:**

6. **Other Business:**

7. **Future Agenda Item:**

**Meeting Adjourned:**

Eric moved, and Callie seconded the **motion** to adjourn. **Motion carried: 7-0.** Meeting adjourned at 11:55 a.m.

**PUBLIC ARTS COMMITTEE  
MINUTES**

**DATE:** Friday, April 15th, 2022  
**MEETING:** Public Arts Committee Special Meeting  
**PLACE:** Fraser Town Hall Board Room

**PRESENT**

**Board:** Jerilyn Schuster, Steve Fitzgerald, Callie McDermott, Cindy McCoy,  
Steve Fitzgerald, Eric Vandernail, Tara Hendricks, Kerry Crandall

**Staff:** Marketing and Communications Manager, Sarah Wieck

1. **Regular Meeting:** Roll Call

Steve called the meeting to order at 9:08 a.m.

2. **Approval of Agenda:**

Eric moved, and Kerry seconded the **motion** to approve the Agenda. **Motion carried: 8-0.**

3. **Consent Agenda:**

Kerry moved, and Eric seconded the **motion** to approve the Agenda. **Motion carried: 8-0.**

Minutes – March 18th, 2022

4. **Discussion**

- a. Sculpture Update
  - i. Decided on fish(Charlotte Zinc) sculpture for lease program. Placing near fraser river trail
  - ii. Cie sculpture, also lease program, to be placed at the church. ETA summer.
  - iii. Tom Ward moose sculpture, part of lease but planning on purchase. Near Vicious Cycle?

- iv. John Henley sculpture to be placed at bank
- b. Oktoberfest
  - i. Location- Lions Ponds?
  - ii. PAC help but not run the event
  - iii. Bike valley hosted by PAC
- c. Budget for the year
  - i. Steve updated PAC on budget
- d. Mural Festival
  - i. Tote bags
  - ii. Badges for artists and staff
  - iii. New tshirts
  - iv. MC throughout weekend
  - v. More text notification
  - vi. Live stream through KFFR
  - vii. Online voting
  - viii. More artists signage at each mural
  - ix. Sponsorship for businesses
  - x. Ribbons for murals

5. **Open Forum:**

6. **Other Business:**

7. **Future Agenda Item:**

**Meeting Adjourned:**

Kerry moved, and Callie seconded the **motion** to adjourn. **Motion carried: 8-0.** Meeting adjourned at 10:55 a.m.

FRASER PLANNING COMMISSION  
MINUTES

**DATE:** Wednesday, March 23, 2022

**MEETING:** Planning Commission Regular Meeting

**PLACE:** Fraser Town Hall and Virtual On-Line Meeting

**PRESENT**  
**Commission:** Commissioners: Chair Jean Wolter, Vice Chair Katie Soles, Parnell Quinn (arrived at 6:46 p.m.), Bob Gnuse and Sam Brewer

**Staff:** Town Planner, Catherine Trotter; Town Clerk Antoinette McVeigh; Town Manager Ed Cannon

**Others:**

Chair Jean Wolter called the meeting to order at 6:37pm.

1. **Roll Call:** Chair Jean Wolter, Vice Chair Katie Soles, Parnell Quinn, Bob Gnuse and Sam Brewer
2. **Approval of Agenda:**  
Commissioner Soles moved, and Commissioner Gnuse seconded the **motion** to approve the agenda. **Motion carried: 4-0.**
3. **Consent Agenda:**
  - a. Minutes February 23, 2022

Commissioner Gnuse moved, and Commissioner Soles seconded the **motion** to approve the consent agenda. **Motion carried: 4-0.**
4. **Public Hearing And Possible Action:**
  - a. Preliminary Plat and Final Plan Elk Creek Condominiums PA 4W.1 And Meyer Subdivision Lot 2

Commissioner Soles **motioned**, and Commissioner Gnuse seconded the motion to open the public hearing. **Motion carried 4-0.**

This subdivision application is being processed as a Major Subdivision in accordance with Section 19-3-210 of the Fraser Municipal Code. The purpose of a major subdivision plat is to divide one (1) or more lots or parcels of land into a total of five (5) or more lots or five (5) or more dwelling units.

Town Planer Catherine Trotter presented to the Commission. Proof of publication was provided in the packet. The adjacent property owners were sent out certified mail and return receipt regarding notice of the hearing.



Layla Rosales and Clark Lipscomb of Grand Park presented to the Commission and answered questions.

Commissioner Soles **motioned**, and Commissioner Gnuse seconded the motion to close the public hearing. **Motion carried 5-0.**

Commissioner Soles motioned and Commissioner Quinn seconded to approve Resolution 2022-03-01 Recommending approval of the Preliminary Plat and Final Plan Elk Creek Condominiums Pa 4w.1 and Meyer Subdivision Lot 2 Located in Section 20, Township 1 South, Range 75 West of the 6th Pm, Town of Fraser, County of Grand, State of Colorado removing condition #6, which said "Add Old Victory Road setbacks to Final Plan and Final Plat." **Motion carried 5-0.**

5. **Other Business:**

Town Clerk McVeigh notified the commission that four of the commissioner's terms end after the April 5, 2022, Fraser Municipal Election, Mayoral appointments Chair Wolter, and Commissioners Gnuse, Bowels, and Board Appointment Soles.

There is \$150,000 budgeted for a comp plan update in 2022.

6. **Open Forum:**

None

7. **Future Agenda Items:**

None

8. **Adjourn:**

Commissioner Soles moved, and Commissioner Brewer seconded the **motion** to adjourn. **Motion carried: 5-0.** Meeting adjourned at 7:59 p.m.

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Antoinette McVeigh, Town Clerk

**FRASER WATER & WASTEWATER COMMITTEE  
MINUTES**

**DATE:** Tuesday, January 11, 2022

**MEETING:** Regular Meeting

**PLACE:** Fraser Town Hall Board Room

**PRESENT:**

**Committee:** Dennis Soles. Bob Wolf appeared through Zoom at 9:20am. Eileen Waldow appeared by Zoom at 9:36am.

**Staff:** Town Manager Ed Cannon; Public Works Director Russell Pennington; Water Superintendent Adam Cwiklin; Plant Superintendent Joe Fuqua; General Accountant Becky Allison

**Other:** None

Committee member Dennis Soles called the meeting to order at 9:32 a.m.

1. **Roll Call:** Dennis Soles, Bob Wolf, Eileen Waldow (at 9:36am).

2. **Approval of Agenda:**

Soles moved, and Waldow seconded the **motion** to approve the consent agenda. **Motion carried: 3-0.**

3. **Consent Agenda – Approval of Minutes:**

Approval of the consent agenda was moved to the next meeting.

4. a. **EQR Study Results:** Update presented by Joe Fuqua. The study is complete. We can add 15% more taps and maintain capacity without going into expansion. The study was the first in-depth study done in 20 years.

4. b. **Industrial Pre-Treatment Plan Update:** Presented by Ed Cannon. Geosyntec has been hired, and the study has just begun. They are refining the public message and working on community outreach. Discussion was made of composting.

4. c. **Project N Update:** Fuqua and Cannon updated. We will complete a years' worth of testing and sampling and see how the numbers look.

4. d. **Fraser Wastewater Collections System Master Plan:** Adam Cwiklin received the draft master plan this fall. A 10 year CIP will be done to address clay pipes.

5. **Other Business:**

Wolf – Ron Anderson has two taps he is paying services fees on. It was discussed how to address tap service fees on vacant land. We currently charge regular rates on vacant land, but new construction has a specific pre-co rate. It was mentioned that we may need another rate category for Taps-Un-used. The Committee would like this to be an Agenda item at the next meeting, which is April 12<sup>th</sup>.

**5. Other Business: (con't)**

Water Efficiency Plan - Cannon stated we can get a grant to cover 80% of a study fee. It would take around 8 months for the study process.

**6. Future Agenda Items:**

Service fees on vacant land.  
Water Efficiency plan.  
Water master plan.

**7. Adjourn:**

Wolf moved to end the Regular Meeting and Waldow seconded the **motion** to adjourn. **Motion carried: 3-0.** Meeting adjourned at 10:35 a.m.

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Becky Allison, General Accountant



## Fees Paid by Fraser

Total Amount Paid	Earliest Payment Found	Latest Payment Found
\$152,651.41	3/1/2022	3/31/2022

Record Type	Permit	Payment Date	Owner	Address	Fee Description	Amount Assessed	Amount Paid
Commercial Alteration	BLD22-049	3/31/2022	Ronald M. Anderson	207 Fraser, Fraser	Building Permit	\$152.00	\$152.00
		3/31/2022	Ronald M. Anderson	207 Fraser, Fraser	Plan Review	\$98.80	\$98.80
		3/31/2022	Ronald M. Anderson	207 Fraser, Fraser	Fraser Use Tax	\$108.00	\$108.00
		Permit Total		\$358.80	\$358.80		
Record Type Total						\$358.80	\$358.80
Commercial Other	BLD22-041	3/31/2022	Fraser Valley Baptist Church	106 Doc Susie, Fraser	Building Permit	\$194.00	\$194.00
		3/31/2022	Fraser Valley Baptist Church	106 Doc Susie, Fraser	Plan Review	\$126.10	\$126.10
		Permit Total		\$320.10	\$320.10		
		Record Type Total					
Residential Alteration	BLD22-026	3/2/2022	Daniel Jon and Teresa Lynn Schmit	116 Byers, Fraser	Building Permit	\$68.00	\$68.00
		3/2/2022	Daniel Jon and Teresa Lynn Schmit	116 Byers, Fraser	Plan Review	\$44.20	\$44.20
		3/2/2022	Daniel Jon and Teresa Lynn Schmit	116 Byers, Fraser	Fraser Use Tax	\$19.47	\$19.47
	Permit Total		\$131.67	\$131.67			
	BLD22-027	3/7/2022	Evelyne A. Gahbauer	211 Elk Ranch, Fraser	Building Permit	\$152.00	\$152.00
		3/7/2022	Evelyne A. Gahbauer	211 Elk Ranch, Fraser	Plan Review	\$98.80	\$98.80
3/7/2022		Evelyne A. Gahbauer	211 Elk Ranch, Fraser	Fraser Use Tax	\$214.36	\$214.36	
Permit Total		\$465.16	\$465.16				

BLD22-028	3/1/2022	Jody Melendez	215 Campire, Fraser	Building Permit	\$96.00	\$96.00
	3/1/2022	Jody Melendez	215 Campire, Fraser	Plan Review	\$62.40	\$62.40
	3/1/2022	Jody Melendez	215 Campire, Fraser	Fraser Use Tax	\$59.18	\$59.18
	Permit Total				\$217.58	\$217.58
BLD22-030	3/1/2022	Astrid Lampey and Patrick Barry	1170 Rendezvous, Fraser	Building Permit	\$152.00	\$152.00
	3/1/2022	Astrid Lampey and Patrick Barry	1170 Rendezvous, Fraser	Plan Review	\$98.80	\$98.80
	3/1/2022	Astrid Lampey and Patrick Barry	1170 Rendezvous, Fraser	Fraser Use Tax	\$59.18	\$59.18
	Permit Total				\$309.98	\$309.98
BLD22-031	3/25/2022	Susan M. Martone	639 Wapiti, Fraser	Building Permit	\$208.00	\$208.00
	3/25/2022	Susan M. Martone	639 Wapiti, Fraser	Plan Review	\$135.20	\$135.20
	3/25/2022	Susan M. Martone	639 Wapiti, Fraser	Fraser Use Tax	\$506.40	\$506.40
	Permit Total				\$849.60	\$849.60
BLD22-039	3/16/2022	Benjamin H. and Natalie S. Quinn	828 Wapiti, Fraser	Building Permit	\$82.00	\$82.00
	3/16/2022	Benjamin H. and Natalie S. Quinn	828 Wapiti, Fraser	Plan Review	\$53.30	\$53.30
	3/16/2022	Benjamin H. and Natalie S. Quinn	828 Wapiti, Fraser	Fraser Use Tax	\$62.41	\$62.41
	Permit Total				\$197.71	\$197.71
BLD22-044	3/30/2022	Daniel Jon and Teresa Lynn Schmit	116 Byers, Fraser	Building Permit	\$54.00	\$54.00
	3/30/2022	Daniel Jon and Teresa Lynn Schmit	116 Byers, Fraser	Plan Review	\$35.10	\$35.10
	3/30/2022	Daniel Jon and Teresa Lynn Schmit	116 Byers, Fraser	Fraser Use Tax	\$40.87	\$40.87
	Permit Total				\$129.97	\$129.97
BLD22-048	3/28/2022	Katherine and Eric Mowrey	812 Wapl, Fraser	Building Permit	\$54.00	\$54.00
	3/28/2022	Katherine and Eric Mowrey	812 Wapl, Fraser	Plan Review	\$35.10	\$35.10
	3/28/2022	Katherine and Eric Mowrey	812 Wapl, Fraser	Fraser Use Tax	\$3.02	\$3.02

				Permit Total	\$92.12	\$92.12
				Record Type Total	\$2,393.79	\$2,393.79
Residential New						
	3/22/2022	NEWMAN, THE PETER J JR	420 MUSE, Fraser	Fraser Water PIF	\$7,700.00	\$7,700.00
	3/22/2022	NEWMAN, THE PETER J JR	420 MUSE, Fraser	Fraser Sewer PIF	\$7,500.00	\$7,500.00
BLD20-510				Permit Total	\$15,200.00	\$15,200.00
	3/15/2022	Julio Cesar Arreguin Tellez and Janet Varela	185 Mill, Fraser	Building Permit	\$1,218.20	\$1,218.20
	3/15/2022	Julio Cesar Arreguin Tellez and Janet Varela	185 Mill, Fraser	Plan Review	\$791.83	\$791.83
BLD21-559	3/15/2022	Julio Cesar Arreguin Tellez and Janet Varela	185 Mill, Fraser	Fraser Use Tax	\$2,920.35	\$2,920.35
	3/15/2022	Julio Cesar Arreguin Tellez and Janet Varela	185 Mill, Fraser	Fraser Water Meter 3/4 in	\$1,060.00	\$1,060.00
				Permit Total	\$5,990.38	\$5,990.38
	3/15/2022	Grand Park Homes, LLC.	51 Meadow Creek, Fraser	Building Permit	\$547.70	\$547.70
	3/15/2022	Grand Park Homes, LLC.	51 Meadow Creek, Fraser	Plan Review	\$356.01	\$356.01
BLD22-020	3/15/2022	Grand Park Homes, LLC.	51 Meadow Creek, Fraser	Fraser Use Tax	\$821.08	\$821.08
	3/15/2022	Grand Park Homes, LLC.	51 Meadow Creek, Fraser	East Grand Fire	\$483.00	\$483.00
				Permit Total	\$2,207.79	\$2,207.79
	3/15/2022	Grand Park Homes, LLC.	72 Meadow Creek, Fraser	East Grand Fire	\$5,796.00	\$5,796.00
	3/15/2022	Grand Park Homes, LLC.	72 Meadow Creek, Fraser	Fraser Water Meter > 1 in	\$3,821.00	\$3,821.00
BLD22-021	3/15/2022	Grand Park Homes, LLC.	72 Meadow Creek, Fraser	Building Permit	\$8,639.45	\$8,639.45
	3/15/2022	Grand Park Homes, LLC.	72 Meadow Creek, Fraser	Plan Review	\$5,615.64	\$5,615.64
	3/15/2022	Grand Park Homes, LLC.	72 Meadow Creek, Fraser	Fraser Use Tax	\$38,047.97	\$38,047.97
				Permit Total	\$61,920.06	\$61,920.06
	3/15/2022	Grand Park Homes, LLC.	78 Meadow Creek, Fraser	Building Permit	\$547.70	\$547.70
BLD22-022	3/15/2022	Grand Park Homes, LLC.	78 Meadow Creek, Fraser	Plan Review	\$356.01	\$356.01

BLD22-022	3/15/2022	Grand Park Homes, LLC.	78 Meadow Creek, Fraser Fraser Use Tax	\$953.72	\$953.72
	3/15/2022	Grand Park Homes, LLC.	78 Meadow Creek, Fraser East Grand Fire	\$483.00	\$483.00
	Permit Total			\$2,340.43	\$2,340.43
BLD22-023	3/15/2022	Grand Park Homes, LLC.	96 Meadow Creek, Fraser Building Permit	\$8,639.45	\$8,639.45
	3/15/2022	Grand Park Homes, LLC.	96 Meadow Creek, Fraser Plan Review	\$5,615.64	\$5,615.64
	3/15/2022	Grand Park Homes, LLC.	96 Meadow Creek, Fraser Fraser Use Tax	\$38,047.97	\$38,047.97
	3/15/2022	Grand Park Homes, LLC.	96 Meadow Creek, Fraser East Grand Fire	\$5,796.00	\$5,796.00
	3/15/2022	Grand Park Homes, LLC.	96 Meadow Creek, Fraser Fraser Water Meter > 1 in	\$3,821.00	\$3,821.00
	Permit Total			\$61,920.06	\$61,920.06
Record Type Total				\$149,578.72	\$149,578.72
<b>Grand Total</b>				<b>\$152,651.41</b>	<b>\$152,651.41</b>

Fee Item	invoice fee	amount paid	
Building Permit	\$20,804.50	\$20,804.50	Total for Fraser (Use Tax/Water/Sewer) \$105,765.98
East Grand Fire	\$12,558.00	\$12,558.00	Checks Sent to Fraser \$105,765.98
Fraser Sewer PIF	\$7,500.00	\$7,500.00	Difference \$0.00
Fraser Use Tax	\$81,863.98	\$81,863.98	Total for East Grand \$12,558.00
Fraser Water Meter > 1 in	\$7,642.00	\$7,642.00	Checks Sent to East Grand \$12,558.00
Fraser Water Meter 3/4 in	\$1,060.00	\$1,060.00	Difference \$0.00
Fraser Water PIF	\$7,700.00	\$7,700.00	Total Building Permit/Plan Review \$34,327.43
Plan Review	\$13,522.93	\$13,522.93	Total in Cassele \$34,327.43
<b>Total</b>	<b>\$152,651.41</b>	<b>\$152,651.41</b>	Difference \$0.00
Reviewed by JRS 04/14/22			