

Town of Pitkin
Check Detail
 July 1 - 8, 2019

Type	Date	Name	Account	Paid Amount
Check	07/08/2019	Gunnison County Elections ...	1001 · Cash - Operating	
			6300 · Office Supplies & Postage	-25.85
TOTAL				-25.85
Check	07/08/2019	The Paper Clip	1001 · Cash - Operating	
			6300 · Office Supplies & Postage	-65.07
			5460.1 · Cemetery - Maintenance	-152.83
TOTAL				-217.90
Check	07/08/2019	Napa	1001 · Cash - Operating	
			5160.1 · Streets - Maintenance ...	-280.00
TOTAL				-280.00
Check	07/08/2019	GCEA	1001 · Cash - Operating	
			5260.2 · Town Hall - Utilities	-34.04
TOTAL				-34.04
Check	07/08/2019	James McDonald	1001 · Cash - Operating	
			5060 · Service Provided - Legal	-500.00
			5060 · Service Provided - Legal	-1,000.00
TOTAL				-1,500.00
Check	07/08/2019	Rachel New	1001 · Cash - Operating	
			5040 · Service Provided - Mayor	-300.00
TOTAL				-300.00
Check	07/08/2019	Sara Gibb	1001 · Cash - Operating	
			6900.1 · Wages - Town Clerk	-800.00
			2210 · FICA , Medicare, & FIT P...	122.40
			6510 · FICA & Medicare Expense	-61.20
TOTAL				-738.80
Check	07/08/2019	US TREASURY	1001 · Cash - Operating	
			2210 · FICA , Medicare, & FIT P...	-367.20
TOTAL				-367.20
Check	07/08/2019	Colorado State Treasurer	1001 · Cash - Operating	
			2220 · Colorado Unemployment ...	-7.20
TOTAL				-7.20

7:15 PM

07/07/19

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Check	07/08/2019	Wood Product Signs	1001 · Cash - Operating	
			5160.6 · Streets - Other Expenses	-2,528.45
TOTAL				-2,528.45
Check	07/08/2019	Pitkin Historical and Commu...	1001 · Cash - Operating	
			5070 · Pitkin Historical & Comm...	-1,850.00
TOTAL				-1,850.00

Employee: Sara Gibb
Position: Clerk/Treasurer
Period: June 1, 2019 - June 30, 2019

Clerk/treasurer:

6/2/19 2.7h (Historicorps; Phone call)

6/3/19 0.68h (Email, phone calls, paperwork review ; Phone call)

6/4/19 1.9h

Locate permit; Email; Email, agenda; Meeting prep; Phone calls, email, paperwork

6/6/19 2.15h

Email, phone call, meeting prep; Filing; Meeting prep

6/7/19 3.92h

Email, meeting prep ; CIRSA; Financials ; Meeting prep, website attempts ; Email

6/9/19 1.65h (Email, website updates; Email; Meeting prep)

0.25h subtracted (paused)

6/10/19 3.78h

Meeting prep; Phone call; Phone call; Email, phone call, filing ; County office ; Regular meeting

6/11/19 3.05h

Petition review, letters, phone calls, email; Bills, letters, email; Insurance renewals

6/12/19 2.75h

Finances; Website, phone call; Work session; Recall petition paperwork, document request from SM and BW

6/13/19 0.58h (Email, filing; Phone call)

6/14/19 0.12h (Email, phone call)

6/15/19 0.52h (ZB meeting prep)

6/18/19 2.27h (Finances, email, phone calls, minutes; Email)

6/21/19 0.35h (Phone calls, email, CORA JW/PN, minutes updates)

6/23/19 1.5h

Filing; Toner change, file search; Finances; Website, minutes, agendas

6/24/19 0.28h (Email, phone call)

6/25/19 0.45h

Website, email; Agenda update, email, website, phone call ; CORA RR

6/26/19 3.08h (CORA RR; Email; Work session and copies)

6/27/19 3.15h

Email; Phone call, email; Email, phone call, finances ; Memo; Meeting

6/28/19 1.65h (Town hall; Bow)

Total: 36.53h

THE LAW OFFICES OF
JAMES R. McDONALD, P.C.

120 N. Taylor Street
Gunnison, CO 81230

(970) 641-3900
(970) 641-3902 (fax)
jrm@gunnylaw.com

July 7, 2019

Sara Gibb
Town of Pitkin
P.O. Box 9
Pitkin, CO 812

Via E-mail

Re: Billing Statement

Dear Sara:

Please find monthly billing statement for June 2019. Thank you for your consideration.

Yours very truly,

Jim McDonald

Date	Legal Services	Time	Expense
June/July 2019	Telephone conferences with Rachel New		0.00
June/July 2019	Telephone conferences with Town Clerk		0.00
6-9-19	Review contract from Vicki Archuleta; draft independent contractor agreement; two telephone calls with Vicki Archuleta (2.3 hours)	1.5	\$375.00
7-5-19	Draft recall election memorandum	1.0	\$250.00
7-7-19	Finalize recall election memorandum; draft PHCA resolution (2.2 hours)	1.5	
	Regular meeting; communications with Trustees, routine ordinance drafting and review are within \$500.00 monthly fee		
	June monthly fee: \$500.00 Costs: \$0.00 Additional legal services - 4.0 hours at \$250.00 hr.: \$1,000.00 Balance Now Due: \$1,500.00		

RACHEL NEW

INVOICE

970-232-0315
pitkinmayor@gmail.com

422 Main Street
Pitkin, Colorado
81241

Attention: Sara Gibb
Town of Pitkin

PO Box 9
Pitkin, Colorado, 81241
Date: 7/8/2019

Invoice #4
Term: 30 Days

Description	Quantity	Unit Price	Cost
Mayor	1	\$ 300	\$ 300
Total			\$ 300

Sincerely,

Rachel New
