

Town of Pitkin
Check Detail
 February 1 - 10, 2020

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>
4437	02/10/2020	Rachel New	1001 · Cash - Operating	
			5040 · Service Provided - Mayor	-300.00
TOTAL				-300.00
4438	02/10/2020	Sara Gibb	1001 · Cash - Operating	
			6900.1 · Wages - Town Clerk	-839.60
			2210 · FICA , Medicare, & FIT Payable	133.50
			6510 · FICA & Medicare Expense	-66.75
TOTAL				-772.85
4439	02/10/2020	Quartz Creek Comp...	1001 · Cash - Operating	
			5160.2 · Streets - Snow plowing Expense	-4,000.00
TOTAL				-4,000.00
4440	02/10/2020	GCEA	1001 · Cash - Operating	
			5260.2 · Town Hall - Utilities	-38.30
TOTAL				-38.30
4441	02/10/2020	Sara Gibb RE	1001 · Cash - Operating	
			6300 · Office Supplies & Postage	-7.65
TOTAL				-7.65
4442	02/10/2020	James McDonald	1001 · Cash - Operating	
			5060 · Service Provided - Legal	-1,000.00
			6302 · Office Supplies & Postage	-10.00
			5060 · Service Provided - Legal	-500.00
TOTAL				-1,510.00
4443	02/10/2020	Tim Pearson	1001 · Cash - Operating	
			6302 · Office Supplies & Postage	-175.00
TOTAL				-175.00
4444	02/10/2020	Pitkin Historical an...	1001 · Cash - Operating	
			5070 · Pitkin Historical & Community	-408.07
TOTAL				-408.07

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

February 9, 2020

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

Via E-mail

Re: Billing Statement

Dear Sara:

The monthly billing statement for January 2019 is below. Thank you!

Yours very truly,

Jim McDonald

Date	Legal Services	Time	Expense
January 2020	Telephone conferences with Rachel New	.6	0.00
January 2020	Telephone conferences with Town Clerk	.8	0.00
2-7-20	Review and revise alley and street vacation procedure 3.3 hours	1.5	\$375.00
Dec-Feb 2020	Telephone conferences with Rand Makowski; telephone conference with Steve Fox; review clerk and recorder records; draft conveyance agreement; draft bargain and sale deeds; email agreement and deed to Rand Makowski; email agreement and deed to Steve Fox; 3.8 hours	2.0	\$500.00
2-8-20	Review FC PA and review caselaw 1.5 hours	.5	\$125.00
	Regular meeting; communications with Trustees, routine ordinance drafting and review are within \$500.00 monthly fee		
	January monthly fee: \$500.00 Costs: <u>\$0.00</u> Additional legal services - 4.0 hours at \$250.00 hr.: \$1,000.00		
	Balance Now Due: \$1,500.00		

PHCA Invoice

PHCA

PO Box 218
 Pitkin, CO
 970-497-6337

Invoice No. 2020 -1
Invoice Date: February 8, 2020
Bill To: **Town of Pitkin**
Address: Pitkin, CO 81241
Phone:
E-mail: TheTownofPitkin@gmail.com

Description	Column1	Hours of Usage	Amount
Monthly Rental - January			\$ 300.00
Propane			\$ 87.50
Electric			\$ 20.57

** Electric heaters were installed October 19th. Latest electric bill is from Dec 12 - Jan 12 for \$58.78 (excludes \$29 base cost)
 Town use of the NCC for the Dec 12- Jan 12 bill was 35%.

	Invoice Subtotal	\$	408.07
	Tax Rate		
	Sales Tax		
	Other		
	TOTAL	\$	408.07

Make all checks payable to PHCA
 Total due in 15 days.

Thank you!

Sandra Gibb

GUNNISON
200 N WISCONSIN ST
GUNNISON, CO 81230-2626
074086-0777
(800)275-8777
01/29/2020 01:39 PM

Product	Qty	Unit Price	Price
First-Class Mail® Letter (Domestic) (HARTFORD, CT 06176) (Weight: 0 Lb 0.60 Oz) (Estimated Delivery Date) (Saturday 02/01/2020)	1	\$0.55	\$0.55
Certified (USPS Certified Mail #) (70190140000018779954)			\$3.55
Affixed Postage (Affixed Amount: \$0.55)			(\$0.55)
Total:			\$3.55
Cash			\$4.00
Change			(\$0.45)

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

Preview your Mail
Track your Packages
Sign up for FREE @
www.informedelivery.com

7016 2710 0001 0445 5366

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee
\$ 3.55

Extra Services & Fees (check box, add fee as appropriate)

Return Receipt (hardcopy) \$ _____

Return Receipt (electronic) \$ _____

Certified Mail Restricted Delivery \$ _____

Adult Signature Required \$ _____

Adult Signature Restricted Delivery \$ _____

Postage
\$ _____

Total Postage and Fees
\$ 3.55

Sent To
DEPT. OF TREASURY IRS
Street and Apt. No., or PO Box No.
P.O. Box 219256
City, State, ZIP+4®
Kansas City MO 64121-9256

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



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: February 10, 2020

Invoice: January 2020
Term: 1 month

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

Sincerely,

Rachel New

Pitkin Self Storage
 PO Box 34
 Pitkin CO 81241

Invoice

Date	Invoice #
2/3/2020	3130

Bill To
Town of Pitkin CO

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Snow removal for January 2020	1	4,000.00	4,000.00

Thank you for the work!	Subtotal	\$4,000.00
	Sales Tax (0.0%)	\$0.00
	Total	\$4,000.00
	Payments/Credits	\$0.00
	Balance Due	\$4,000.00

Employee: Sara Gibb
Position: Clerk/Treasurer
Period: January 2020

Clerk/treasurer:

1/2/20 2.03h

Email, phone call, website, election, paperwork, meeting prep,

1/6/20 2.75h (Email, communication with trustees ; Work session)

1/7/20 0.12h (Bow)

1/8/20 3.85h (Meeting prep, budget, email; Budget, meeting prep)

1/9/20 4.65h

0.9h subtracted (paused)

Budget, email ; Meeting prep; Meeting prep, election

1/10/20 2.22h

Meeting prep, finances ; Meeting prep, finances, email, phone call; Website ; Phone call

1/12/20 0.65h (Meeting prep)

0.08h subtracted (paused)

1/13/20 1.42h (Reg meeting)

1/14/20 0.2h (Email, phone call, election)

1/15/20 0.6h (Phone call; Building inspector ; Bills, filing)

1/16/20 0.82h (Po; Phone call; Email, filing, election)

1/17/20 0.88h (Phone call; Phone call; Email, website ; Phone)

1/20/20 2.15h (Phone call, election, email; Zb meeting)

1/21/20 1.85h (Meeting prep, email, finances, election)

0.88h subtracted (paused)

1/22/20 1.45h

0.85h subtracted (paused)

Meeting prep, email, phone calls, website update ; Bow

1/23/20 3.87h

Phone call; Email; Phone call ; Phone call, email; Finances, email, paperwork ; Meeting prep; Work session, special meeting

1/24/20 2.07h

0.25h subtracted (paused)

Election, phone calls, email, filing, computer backup
; Election, website

1/26/20 0.15h (Election)

1/27/20 1.58h

0.43h subtracted (paused)

Email, election, budget; Election, email; PO ; Email, election

1/28/20 1.5h (Finances)

1/29/20 2.67h (Finances ; Bow, po; Paperwork, email, finances)

0.38h subtracted (paused)

1/30/20 2.77h

Taxes, email, budget ; Paperwork, phone call, mailing prep ; Phone call; Phone call, election; Phone call;
Phone call; Email

1/31/20 1.75h

0.35h subtracted (paused)

PO, paperwork; Budget filing, website updates ; Scanning, email, filing

Total: 41.98h