

COLLBRAN BOARD OF TRUSTEES MEETING

Thursday, June 5, 2008

SPECIAL MEETING

6:30 p.m. Collbran Town Hall

The regular meeting of the Collbran Board of Trustees was called to order at 6:38 p.m. by Mayor Brad Osburn. The Pledge of Allegiance was recited.

PRESENT ON ROLL CALL: Yes - Trustees Roland Hall, Lee Lent, Rachel Maigatter, Ed Satterfield, Kendall Wilcox, Mayor Brad Osburn Absent – Trustee Teri Appelhanz

OTHERS PRESENT: Edith Ann Power, Manager/Clerk; Rick Lucas, Debbie Desmarteau, Lloyd Power; Michael Santo

CONSENT AGENDA

None

CITIZEN COMMENT

Trustee Maigatter apologized to Delta Petroleum because the Town did not contact them concerning a donation. It was reiterated that Delta Petroleum was to solicit donations from industry operators not the Town.

ITEMS ON THE AGENDA

SET WORKSHOP/PUBLIC FORUM/MEETING DATES

The Board scheduled a Land Use Public Forum for Monday, June 16, 2008 at 6:30 p.m. A Utility Service Line Workshop will not be scheduled. Public Works will develop a list of problem areas. A workshop was scheduled for Wednesday, June 18, 2008 7:00 p.m. to start development of a personnel manual. Attorney Santo will send his comments before the workshop.

ADOPT EMPLOYEE JOB DESCRIPTIONS

TOWN CLERK

DEPUTY CLERK

FINANCE CLERK

Trustee Satterfield moved to approve the job descriptions for Town Clerk, Deputy Clerk, and Finance Clerk with the Finance Clerk position amended to be non-exempt; seconded by Trustee Maigatter

ROLL CALL: Yes – Hall, Lent, Maigatter, Osburn, Satterfield, Wilcox

Mayor Osburn stated that with the adoption of these job descriptions the form of government for the Town of Collbran will change. The Mayor will assume the administrator duties. The Public Works Supervisor, Town Clerk, and Marshal will report to the Mayor. Three exempt positions remain.

EXECUTIVE SESSION

Personnel Matters

C.R.S. Section 24-6-402(2) (f)

Trustee Maigatter moved to go into Executive Session on personnel matters pursuant to C.R.S. Section 24-6-402(2) (f) at 7:02 p.m.; seconded by Trustee Hall

ROLL CALL: Yes – Hall, Lent, Maigatter, Osburn, Satterfield, Wilcox

The Board went into Executive Session at 7:04 p.m.

The Board of Trustees returned to the regular session of the meeting at 8:31 p.m. In addition to the Trustees, Employment Attorney Michael Santo also attended the Executive Session.

APPOINT TOWN OFFICERS

Trustee Satterfield moved to appoint Edith Ann Power as Town Clerk; seconded by Trustee Hall; seconded by Trustee Maigatter

ROLL CALL: Yes – Hall, Lent, Maigatter, Osburn, Satterfield, Wilcox

Trustee Satterfield moved to appoint Jeff Phillips as Town Treasurer; seconded by Trustee Maigatter

ROLL CALL: Yes – Hall, Lent, Maigatter, Osburn, Satterfield, Wilcox

COMMENTS FROM MAYOR AND TRUSTEES

Mayor Osburn asked the Board to clarify his authority to grant employee overtime. Attorney Santo stated non-exempt employee get paid if they work overtime and a public entity may choose compensatory time or overtime.

ADJOURNMENT

Trustee Satterfield moved to adjourn the meeting at 8:45 p.m.; seconded by Trustee Hall

ROLL CALL: Yes –Hall, Maigatter, Osburn, Satterfield, Wilcox
No - Lent

Approved _____

Clerk _____