

# **Collbran Board of Trustees Meeting Minutes**

**Tuesday, June 4 2013**

**Regular Meeting**

**7:00 PM Collbran Town Hall**

The regular meeting of the Collbran Board of Trustees was called to order at 7:00 PM by Mayor Frank Jones. The Pledge of Allegiance was recited.

**PRESENT ON ROLL CALL:** Trustees: Stricklan, Stewart, Dorman, Satterfield and Mayor Jones.

**ABSENT:** none.

**OTHERS PRESENT:** Davis Farrar, Town Administrator, Kaleb Julius, Grand Mesa Tavern, Mark McGowan, Brainstorm Internet, LuAnn Wallace.

## **APPROVAL OF MINUTES**

Mayor Jones asked if there were any corrections to the minutes. No changes were noted.

**MOTION: Trustee Satterfield motion to approve the minutes from May 7 2013; seconded by Trustee Stricklan.**

**NON-ROLL CALL VOTE: 5 yes votes, 0 no votes.**

**Motion passed.**

## **PERSONS PRESENT NOT ON AGENDA**

Kaleb Julius, owner of Grand Valley Tavern, handed the Trustees a letter responding to the complaint filed by the town of Collbran about the noise and disturbance at the Grand Mesa Tavern. He briefly outlined the policies put in place to minimize the possibility of occurrences in the future. The Board thanked him for his response and the information.

McGowan from Brainstorm Internet provided the Board with information about Brainstorm Internet service. He explained that they have substantial bandwidth available if the town was interested in looking at his service. He also noted that the town had an interest with security cameras. He indicated that he could assist with wireless cameras and that could be operated through the Internet.

LuAnn Wallace appeared before the Board to discuss her request for a Gymkhana event at the rodeo grounds. She noted that she had a conversation with town administrator Farrar about insurance. She received an insurance quote of \$500 plus dollars for the coverage and asked the Trustees if they would grant her additional time to get other quotes. She noted that the town's rodeo policies required insurance information to be available at least 10 days prior to the event.

**MOTION: Mayor Pro Tem Dorman motioned to approve waiver of the 10 day requirement until June 14, 2013 at noon to allow additional time for insurance quotes; seconded by Trustee Stricklan.**

**NON-ROLL CALL VOTE: 5 yes votes, 0 no votes.**

**Ordinance No.4 Series 2013 - an Ordinance of the Town of Collbran, Colorado Amending Chapter 15.12 of the Collbran Municipal Code.**

Mayor Jones introduced the agenda item. Administrator Farrar explained that the ordinance revises the town floodplain regulations as required by the Colorado Water Conservation Board to comply with the Federal Emergency Management Agency (FEMA) requirements. These regulation changes are required in order to maintain flood insurance for the town of Collbran.

**MOTION: Trustee Stewart motioned to approve the special event permit application as presented; seconded by Trustee Stricklan.**

**ROLL CALL VOTE: 5 yes votes - Stricklan, Stewart, Jones, Dorman, Satterfield, 0 no votes.**

**Motion passed.**

**MAYOR AND COMMITTEE REPORTS**

Mayor Jones noted that there is a Good Samaritan Clinic of Western Colorado event on Saturday, June 15. This is a walk-in medical clinic. He asked that the flyer be posted in the town's public posting locations.

He also mentioned that there is a CIRSA meet and greet event in Edwards, Colorado and encouraged Trustees to attend. This is a good opportunity for elected officials to exchange ideas and gather information from their peers.

**REPORTS FROM OFFICERS**

**Town Administrator-** Administrator Farrar reported that the municipal clerk was no longer employed by the town. He recommended that the Trustees consider appointing Jeff Phillips (Town Treasurer( as the Clerk/Treasurer as is common in many smaller communities. Farrar recommended this change in conjunction with hiring a clerical help in the front office for 24 hours a week to assist with daily activities. The Board agreed with the position change to clerk/Treasurer and to hiring a clerical help for 24 hours a week.

**MOTION: Trustee Satterfield motioned to approve the appointment of Jeff Phillips as Clerk/Treasurer and hiring clerical help for 24 hours a week; seconded by Mayor Pro Tem Dorman.**

**ROLL CALL VOTE: 5 yes votes - Stricklan, Stewart, Jones, Dorman, Satterfield, 0 no votes.**

**Motion passed.**

Administrator proposed that the Board of Trustees change the billing date from the end of the month to the 15<sup>th</sup> of the month because the end of the month was a very busy time with meter readings, accounts payable and other activities. The staff supports this change to improve efficiency. Mr. Farrar said that notice would be included in the July water bills identifying the change and that the first billing in August would be a short billing followed by a normal billing in September. The Trustees agreed with the concept and directed the staff to proceed with the change.

Administrator Farrar asked the Trustees about town engineering services and whether they wanted to continue service with SGM. Mr. Farrar noted that SGM is a full-service engineering firm and do excellent work. Mr. Farrar indicated that the reason this was in front of the Board is that town staff inquired about

who the town would use as an engineer and the Trustees had not had this discussion. It was the consensus of the Board to stay with SGM.

**Accounts payable.**

Trustee Stricklan inquired about item 362 “New Chlorine Sample Point”. Administrator Farrar explained that expense was involved to comply with the new chlorine sampling points required by the Colorado Department of Public Health and Environment. No other questions were identified

**MOTION: Trustee Satterfield motioned to approve expenditures from May 8, 2013 through June 4, 2013; seconded by Trustee Stricklan.**

**ROLL CALL VOTE: 5 yes votes - Stricklan, Stewart, Jones, Dorman, Satterfield, 0 no votes.**

**Motion passed.**

**ADJOURN.**

**MOTION: Trustee Satterfield motioned to adjourn the meeting at 7:59 PM; seconded by Trustee Stricklan.**

**NON-ROLL CALL VOTE: 5 yes votes, 0 no votes.**

**Motion passed.**