

# **Collbran Board of Trustees Meeting Minutes**

**Tuesday, July 2, 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 Pro-Tem JoLynn Dorman. The Pledge of Allegiance was recited.

**PRESENT ON ROLL CALL:** Trustees: Stricklan, Stewart, and Mayor Pro-Tem Dorman.

**ABSENT:** Trustee Satterfield and Mayor Jones.

**OTHERS PRESENT:** Davis Farrar-Town Administrator, Jeff Phillips-Clerk-Treasurer, Adam Appelhanz-Town Marshal.

## **APPROVAL OF MINUTES**

Mayor Pro-Tem Dorman asked if there were any corrections to the minutes. No changes were noted.

**MOTION: Trustee Stewart moved to approve the minutes from June 4 2013; seconded by Trustee Stricklan.**

**ROLL CALL VOTE: 3 Yes votes - Stricklan, Stewart and Dorman, 0 No votes.**

**Motion passed.**

## **PERSONS PRESENT NOT ON AGENDA**

No citizens were present.

## **OLD BUSINESS.**

There was no old business to be addressed.

## **NEW BUSINESS.**

### **Liquor license renewal for Ole Dad's Liquors.**

Mayor Pro-Tem Dorman introduced the agenda item. Administrator Farrar explained that this was a request to renew the liquor license. A public hearing was not required. He noted that Marshall Appelhanz did not have any adverse comments on the renewal and that staff recommended approval. There was a brief discussion by the Trustees

**MOTION: Trustee Stricklan moved to approve the liquor license renewal application for Ole Dad's Liquors as presented; seconded by Trustee Stewart.**

**ROLL CALL VOTE: 3 Yes votes - Stricklan, Stewart, Dorman, 0 No votes.**

**Motion passed.**

### **Discussion about insurance for gymkhana event.**

Mayor Pro-Tem Dorman introduced the agenda item. Administrator Farrar explained that this was a carryover discussion from a previous Board meeting at which LuAnn Wallace requested assistance with

paying for the cost of listing the Collbran as “additional insured” on the policy. The Trustees discussed the materials included in the packet and decided to pay half of the \$545.90 insurance premium because the event was a benefit to the community. Administrator Farrar suggested that the 2014 budget process include a “community requests” procedure in which citizens or community organizations could prepare requests for town funding for events to be evaluated during the budget process. This would allow the Trustees to allocate funds as part of the budget and avoid the practice after their budget was adopted of responding to requests for funds that were not included. Mr. Farrar also suggested that the organizers of Heritage Days meet with the town three or four months in advance of the event to work out all of the logistics, insurance requirements and other necessities. This process would be valuable to avoid the last-minute challenges of responding to significant items associated with the event.

**MOTION: Trustee Stricklan moved to approve paying for half the cost of the insurance in the amount of \$272.95; seconded by Trustee Stewart.**

**NON-ROLL CALL VOTE: 3 Yes votes, 0 No votes.**

**Motion passed.**

**Discussion about possible modifications to Collbran retirement plan (CCOERA)**

Administrator Farrar introduced the item and explained that CCOERA is a replacement plan for Social Security and as such, is a mandatory contribution for full-time employees. An employee had inquired about the ability to borrow against their CCOERA retirement. The plan allows the town to establish standards for requests of this nature; however, the terms and conditions for these requests should be clearly and strictly defined. The Trustee packet included information from CCOERA outlining requirements and considerations. This item was presented to the Board for review and discussion, but not a decision. Mr. Farrar recommended that a decision be made when all Board members were present and could participate in the discussion and decision process. Staff supports allowing this flexibility under the retirement plan, but underscored the need to ensure that an employee’s justification for a request is clear and not subject to staff interpretation. The Trustees discussed the various options that were outlined and looked at the request favorably. The decision was to continue this discussion at the August Trustee meeting.

**Resolution NO. 4 Series 2013, a resolution of the Board of Trustees of the town of Collbran Colorado granting local control over special event liquor permitting.**

Administrator Farrar noted that at the regular Trustee meeting of May 1, 2012 the Trustees unanimously voted to opt out of the state liquor licensing process for special events and to allow for local liquor licensing authority. That action is documented in the May 1, 2012 minutes. Mr. Farrar said that as a result of conversations with the state liquor licensing authority, that a resolution confirming the Trustees’ action would be a better way to document and track this decision. It is for that reason that this resolution is included on the agenda for action by the Board. After brief discussion, the Trustees agreed with this recommendation.

**MOTION: Trustee Stewart moved to approve Resolution NO. 4 Series 2013; seconded by Trustee Dorman.**

**ROLL CALL VOTE: 3 Yes votes - Stricklan, Stewart, Dorman, 0 No votes.**

**Motion passed.**

## **MAYOR AND COMMITTEE REPORTS**

There were no comments from the Trustees or committees.

## **REPORTS FROM OFFICERS**

**Town Administrator-** Administrator Farrar reported that after conversations with the Mayor, input from the fire marshal, the existing extreme fire hazard conditions and a review of the Mesa County fire ban, that he had canceled the 4th of July fireworks display. He asked the Board to consider another date in 2013 for the display. Other dates mentioned were Thanks Giving, Christmas or New Years Eve. Mr. Farrar said that the fireworks company would continue to store the fireworks at no charge until January 2014 after which they will charge \$100.00 per month. The Trustees agreed to revisit the topic of a date for fireworks at a future meeting in 2013.

Town Marshal - Marshall Appelhanz told the Board that he continued to have problems with the Grand Mesa Tavern. He explained that the establishment was generating noise complaints in the neighborhood and that patrons were making inappropriate comments to nearby residential neighbors. The Trustees expressed concerns and particularly in light of the fact that the establishment owner Kaleb Julius attended the May 7, 2013 Trustee meeting in response to complaints and presented the Board with a written list of actions he was going to take to cure the problems. The Trustees directed the staff to research the available options both administratively and at the Board level. The Marshal and the Administrator said that they would pursue this research and present information to the Board at a future meeting.

### **Accounts payable.**

The Trustees reviewed the expenditures for the period June 5, 2013 through July 2, 2013.

**MOTION: Trustee Stewart moved to approve expenditures from June 5, 2013 through July 2, 2013; seconded by Trustee Dorman.**

**ROLL CALL VOTE: 3 Yes votes - Stricklan, Stewart, Dorman, 0 No votes.**

**Motion passed.**

### **ADJOURN.**

**MOTION: Trustee Stricklan moved to adjourn the meeting at 7:38 PM; seconded by Trustee Stewart.**

**NON-ROLL CALL VOTE: 3 Yes votes, 0 No votes.**

**Motion passed.**