

Collbran Board of Trustees Meeting Minutes

Tuesday, July 1, 2014

Regular Meeting

7:00 PM Collbran Town Hall

The Regular Meeting of the Collbran Board of Trustees was called to order at 7:17 P.M. by Mayor Jones. The mayor apologized for starting late due to the work session that ran beyond 7:00 PM. The Pledge of Allegiance was recited.

PRESENT ON ROLL CALL: Trustees Schowalter, Sturm, Entwistle, Dorman, and Mayor Jones.

ABSENT: none

OTHERS PRESENT: Administrator Farrar, Treasurer/Clerk Phillips, Marshal Appelhanz, Tamera Clark, and Beatrice Link.

APPROVAL OF MINUTES

MOTION: Trustee Dorman moved to approve the minutes from the Regular Meeting on June 3, 2014; seconded by Trustee Entwistle.

ROLL CALL VOTE: 4 Yes votes – Sturm, Entwistle, Dorman, and Schowalter. Mayor Jones abstained. 0 No votes.

Motion passed.

PERSONS PRESENT NOT ON AGENDA

Tamera Clark asked if there was anything the Board needed from her for Heritage Days. Admin. Farrar asked if she had found anyone to help with parking at the Fairgrounds. She said that she originally planned to use students at the Job Corps, but they are not available. Admin. Farrar asked if there was anyone who had some Useful Public Service hours to do. Treasurer/Clerk Phillips mentioned that there were a few individuals that Collbran Municipal Court had assigned recently. Tamera Clark said that there would be about six hours of work necessary between July 3 and 4. Treasurer/Clerk Phillips mentioned that he would make some calls to see if anyone was available for the work.

Trustee Sturm asked if the Special Event Permit for Heritage Days was finalized. Admin. Farrar replied that it was. Admin. Farrar commented that the Heritage Days street closure details were being finalized for July 4. Mayor Jones noted that the weather is supposed to be favorable for the festivities. Tamera Clark thanked Trustees Dorman and Entwistle for donating their time in organizing the Main Street closure process.

2013 AUDIT PRESENTATION – Jeff Wendland, CPA, LLC

Jeff Wendland introduced himself; he mentioned that he is a sole proprietorship accounting firm in Fruita. Mr. Wendland also noted that he was once with the Walker Field Airport Authority.

Mr. Wendland mentioned that the Board and the staff are responsible for designing and maintaining an accounting system, and designing internal controls that protect the assets and keep accurate records of the Town's transactions. He said that they were responsible for assessing financial risks to the Town. Mr. Wendland mentioned that his job as an auditor is to test the books and records and come to the conclusion that they are materially correct in accordance with Generally Accepted Accounting Principles. He noted that most small organizations keep their books on a cash basis; he said part of what he does is translating the books from cash basis to G.A.A.P which is required for Collbran. He also studies the Town's internal controls to a certain extent in order to perform tests; after testing, if he finds weaknesses in internal controls he would report those items to Board of Trustees. One weakness that he encounters with small organizations is that staff is not large enough to have full separation of duties that strict internal controls would require, and that there are no cost-effective ways of solving that. Mr. Wendland said that a way of mitigating this is to get other sets of eyes on the financial statements. He noted that when he reviews our Trustee minutes and sees that the Board reviews the financials and expenditures on a monthly basis; that the Trustees are doing what they can to mitigate that process. Another weakness is that small organizations do not have anyone on staff with the expertise to prepare financial statements in accordance with G.A.A.P., and that there is no cost-effective solution to that either.

Jeff Wendland noted that as a municipality, the Town receives and spends tax dollars. As such, Colorado State Statutes require that we provide audited financial statements to the Colorado State Auditor annually. He mentioned that another reason for an audit is give the public confidence that an independent third party has looked over the Town's financial statements, and provides assurance to the Board that the financial statements are accurate. Mr. Wendland stated that all funds for the Town were within budget for fiscal year 2013. He mentioned that governance of the Town has recognized and responded to local economic conditions. He said the Town has maintained relatively strong financial health; the General Fund is running in a surplus, and the Water and Sewer Enterprise Funds are self-supporting. Mr. Wendland mentioned that Generally Accepted Accounting Principles say that governmental units need to be looked at from the perspective of fund accounting, and water/wastewater enterprise funds are evaluated as traditional business type accounts. Admin. Farrar commented to the Board that the audit report is a good time each year to see what needs to be done with the Water and Sewer Funds, and whether the rates needs to be modified to ensure that they fund the operations and maintain adequate reserves (fund balances). Small annual rate adjustments are better than ignoring the audited numbers for years and making a substantial rate hike that is politically and financially difficult. Admin. Farrar said that the reserves in the Water and Sewer Funds presently are too low to cover a catastrophic problem or to fund capital projects. The Board discussed the topic for a few minutes. Mayor Jones mentioned that the Water and Sewer Funds need to be financially supported by the users.

Jeff Wendland noted that the bonds that the Town has been paying off for decades are almost paid up; there is a full payment coming up this year and a smaller amount due in early 2015. He recognized that paying these off, especially in these economic times, is admirable. Admin. Farrar thanked Mr. Wendland

for presenting his audit earlier this year in order for the Board to be able to use the information when preparing their budget for fiscal year 2015.

PUBLIC HEARING

Liquor License Renewal Application. Wood, Robert A. & Vicki J., dba Ole Dad's Liquor.

Mayor Jones opened the public hearing. He noted that the renewal applicants were not present. He asked if there were any public comments; there were none. Admin. Farrar mentioned that Marshal Appelhanz and the staff did not have any issues for approval of the renewal request. He said that the owners run a good operation and recommends that the Trustees approve the renewal request. Mayor Jones closed the hearing and asked for a motion.

MOTION: Trustee Dorman moved to approve the liquor license renewal for Ole Dad's Liquor; seconded by Trustee Entwistle.

ROLL CALL VOTE: 5 Yes votes – Entwistle, Dorman, Schowalter, Sturm, and Jones. 0 No votes. Motion passed.

MAIN STREET CLOSURE PERMIT, July 4th – JoLynn Dorman

Trustee Dorman referred to the Street Closure Request form and map included in the packet which describes that portion of Main Street proposed foreclosure and identifies the location of the barricades for the Heritage Days festivities. Marshal Appelhanz asked if somebody was available to move the barricades that evening after the July 4th street dance. Trustee Dorman said that she would handle it. Admin. Farrar noted the staff recommended condition that the Main Street closure extend from 9:30am on July 4th to 2:00am on July 5th. He stated that the Municipal Code requires the Board approve street closures. The Board discussed the application request and the recommended conditions.

MOTION: Trustee Entwistle moved to approve the Main Street closure permit for July 4th with the staff recommended conditions listed on the permit; seconded by Trustee Schowalter.

ROLL CALL VOTE: 4 Yes votes – Schowalter, Sturm, Entwistle, and Jones. Trustee Dorman abstained. 0 No votes. Motion passed.

Trustee Entwistle asked if the river trail on Plateau Creek would be open for the 4th of July because she was going to do a duck race. Admin. Farrar said that Public Works has already cleaned it up and it is open.

MAYOR REPORT

Mayor Jones referred to a letter that was sent to him by Mr. Webb from St. Louis, MO. He said that it is a letter of encouragement to the Town after the recent mudslide. He mentioned that Mr. Webb has periodically written these types of letters over the past five years to other places worldwide that have suffered tragedies, disasters, etc. The Board suggested that the letter could be placed on the Town Facebook site.

Mayor Jones mentioned the Economic Development session he attended recently. Mr. Becker was the presenter and his meeting Power Point printouts were previously delivered to the Board. He would like to set up a date in the Auditorium for Mr. Becker to come up and speak with the Town.

ADMINISTRATOR REPORT

Admin. Farrar thanked the Trustees for their attendance at the EDC Downtown Design Workshop on June 25 and thought it went well. He thought that there were some excellent ideas. The students from the University of Colorado at Denver will be working on designs based upon the community input and will produce some graphic presentations of the ideas in the near future.

Admin. Farrar said that he met with Mesa County Public Works Director Pete Bair about the West Salt Creek mudslide. Mr. Bair told him that today was the first day that the water level in the pond at the top of the slide was dropping. He said that GPS sensors have been placed on the slide, and that there are cameras mounted so that conditions can be visually monitored. Admin. Farrar mentioned that the mudslide is settling at very small increments (millimeters), which is a good sign. He passed around maps for the Board to view. Admin. Farrar discussed the topic of developing an emergency plan for any future events.

Admin. Farrar mentioned Mesa County's 2040 (not 2050) Transportation Plan. He said the County would like to come up here and talk to the community about transportation planning. Admin. Farrar brought up the topic of the alternative truck route bypassing Main Street that was discussed a few years ago; he wondered if that should be included in the plan to be revisited again in the future.

Admin. Farrar said that the fireworks for the Fourth of July are scheduled as planned. He expressed his appreciation for Keith Encke and Mike Nichols for their preparation for the upcoming festivities. He also mentioned that the Town employees had CPR, First Aid, and AED training earlier in the day. Mayor Jones stated that he would like to see that training done annually, and to have the Board and citizens attend as well; he also mentioned that he would like to see businesses in Town also have AEDs on hand. Marshal Appelhanz mentioned that the State of Washington has the highest number of lives saved because of the number of AEDs available in their municipalities.

APPROVE EXPENDITURES

MOTION: Trustee Sturm moved to approve the expenditures from the Town for the period of June 4, 2014 through July 1, 2014; seconded by Trustee Dorman.

ROLL CALL VOTE: 5 Yes votes – Schowalter, Sturm, Entwistle, Dorman, and Jones. 0 No votes. Motion passed.

ADJOURN

MOTION: Trustee Dorman moved to adjourn the Regular Meeting; seconded by Trustee Entwistle.

ROLL CALL VOTE: 5 Yes votes – Sturm, Entwistle, Dorman, Schowalter, and Jones. 0 No votes. Motion passed.

The Regular Meeting adjourned at 8:14pm.