

Collbran Board of Trustees Meeting Minutes

Tuesday, November 4, 2014

Regular Meeting

7:00 PM Collbran Town Hall

The Regular Meeting of the Collbran Board of Trustees was called to order at 7:00 P.M. by Mayor Jones. The Pledge of Allegiance was recited.

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

ABSENT: Trustee Dorman

OTHERS PRESENT: Administrator Farrar, Treasurer/Clerk Phillips, Marshal Appelhanz, Margaret Eversole, Fred Feller, and Annette Feller.

APPROVAL OF MINUTES

MOTION: Trustee Entwistle moved to approve the minutes from the Regular Meeting on October 7, 2014; seconded by Trustee Sturm.

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

Motion passed.

PERSONS PRESENT NOT ON AGENDA

none

INQUIRY ABOUT EXTRATERRITORIAL WATER SERVICE AGREEMENT

Fred Feller, owner of Rainbow RV & Trailer Park, spoke about having to treat his own water for the trailer park. He mentioned that it costs him \$400 dollars per month to serve his tenants. Mr. Feller asked if he could be approved to connect to Town of Collbran water. Admin. Farrar said this was a possibility subject to approval by the Board. He said that an extraterritorial water service agreement and/or a pre-annexation agreement would be necessary for this purpose; in lieu of individual meters for each unit in the mobile home park there could be one master meter for bulk water sales similar to Job Corps; Mr. Feller would be responsible for water testing and other health department requirements for water delivered to the trailer park. Admin. Farrar said annexation of the mobile home park is not recommended at this time, but a pre-annexation agreement could spell out the terms and conditions for future annexation of the property in conformance with the designation in the Comprehensive Plan and other factors. Admin. Farrar said the property is identified in the Comprehensive Plan for future commercial and residential development. He said he would ask Town water operator Tom Kachin (TK Consulting) for input on any water related concerns. Trustee Entwistle asked why the property shouldn't be annexed as part of this process. Mayor Jones said that expenditures for law enforcement, and other services would become a responsibility of the Town and those expenditures most likely would exceed the tax revenue generated. Admin. Farrar mentioned that if the property were annexed now and then later developed into

commercial property, the Town would lose the ability to negotiate future development issues unknown at this time which would be critical to development of the property. Admin. Farrar felt that the immediate need is municipal water, and the Trustees should address that matter independent of the broader and more complex topic of annexation. The Board, by consensus, agreed that the staff should pursue an extraterritorial water service agreement along with a pre-annexation agreement with mobile home park at 57704 Highway 330. Admin Farrar said that he would speak with Town Attorney Jim Neu and proceed with developing these documents.

STREET CLOSURE PERMIT REQUEST FOR COWBOY CHRISTMAS PARADE

Admin. Farrar indicated that the street closure is to be the same as last year's parade. He said he has not yet received the street closure map. Trustee Schowalter asked about the date of the parade. Admin. Farrar said that it is scheduled for December 20. Trustee Entwistle mentioned that Jennifer Crites and the rodeo queens were taking on the responsibility of parade organization.

MOTION: Trustee Schowalter moved to approve the street closure permit for Cowboy Christmas on Saturday, December 20, 2014; seconded by Trustee Entwistle.

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

DRAFT LANGUAGE ON APPOINTMENT OF COMMITTEE MEMBERS

Admin. Farrar reviewed the draft ordinance on committee appointments that he developed from other municipalities. He asked the Trustees for feedback on the draft document. Admin. Farrar said the committee appointment language with some minor modifications could be used for other town appointed groups such as a future auditorium committee. He said that the Collbran Municipal Code currently has language for appointment of planning commission members but the Town does not have one; the Board of Trustees currently serve in that capacity. Admin. Farrar noted that the 1922 Fairgrounds Deed appointment language was also used for the draft ordinance. Mayor Jones said that formalizing committee appointments in the municipal code will be valuable to the Board to ensure clear and consistent procedures for appointment of committee members and would clarify roles and responsibilities. Trustee Entwistle asked if annual appointments are necessary. Admin. Farrar said that the Fairgrounds Deed provides for annual appointments and that language was duplicated in the draft ordinance. The Trustees discussed staggering of appointments to ensure continuity. The Trustees agreed that staggered appointments made sense. Mayor Jones wanted to make it clear that the Board of Trustees have ultimate responsibility for the Fairgrounds. There was general discussion about the proposed language in the draft ordinance. Admin. Farrar then asked the Trustees if the previously scheduled December 9th workshop could be moved to January 6, prior to the Regular Meeting due to the absence of some staff. Trustees Schowalter and Entwistle were hoping that the workshop could proceed on December 9. Mayor Jones mentioned that he had a conversation with Beau Addison about the work in progress on Fairgrounds policies. Admin. Farrar said that it was important to have all parties (the Board, the Arena Committee, and staff) available at the same time to discuss this topic. Admin. Farrar expressed concern about having too many Fairgrounds items to consider at the workshop i.e. letters of interest, appointment of committee members, revised user guide, etc. Trustee Entwistle thought it would be okay to discuss the issue of keys at the workshop January 6 and then bring the item up for a vote at the Regular Meeting right after the

workshop. She also said that the other issues can be discussed and dealt with in a future workshop/regular Board of Trustees meeting. The Board agreed to have a workshop at 5:30 pm on Tuesday, January 6, 2015 to discuss the topic of keys for the Fairgrounds.

PRESS RELEASE: MESA COUNTY EBOLA PREPAREDNESS & RESPONSE UPDATE

Admin. Farrar said that social media had erroneously reported Ebola in Mesa County. He said that there have been no documented cases of Ebola in Mesa County or in the State of Colorado.

DISCUSSION ABOUT WINTER CLOSURE OF THE AUDITORIUM

Admin. Farrar asked the Trustees to consider keeping the Collbran Auditorium closed in the winter because of high heating costs and the cost of winterizing the restrooms. He met with Plateau Valley Fire Chief Mike Lockwood about use of their Collbran firehouse meeting space during the winter. Chief Lockwood said he encouraged its use during those months as long as it did not conflict with their training or regular meetings. It was noted that Grand Valley Power already has the Auditorium rented for November 11. The only other exception to a winter closure would be Cowboy Christmas scheduled for December 20. Admin. Farrar offered to prepare a draft memorandum setting forth a policy on winter closure. This language would include a process for Trustee approval of any use during the closure time frame. Admin. Farrar said he would talk to Keith Encke of the Public Works Department and Sylvia Spangler of the Plateau Valley Association to obtain their input.

STAFF REPORTS

Town Administrator

Admin. Farrar reminded everybody about the University of Colorado, Denver Wednesday, November 5th meeting at the Collbran firehouse meeting space on the downtown design project. He mentioned that this is the final input session in advance of Trustee consideration of plan adoption on December 2nd.

Admin. Farrar said the three sewer line repair projects have been completed (Rodeo Road, Main Street, and Pinion Street). He said that Source Gas acknowledged that their gas line installation several years ago caused the Rodeo Road sewer line damage, and that they would reimburse Collbran for the repair costs. Public Works will pursue asphaltting the street cuts if it is not too late in the season. He also said that he spoke with Town Wastewater Operator Tom Kachin (TK Consulting) to inquire if there was less infiltration impacting the sewer lagoons as a result of the repairs. He said infiltration was less but not as much as expected. Admin. Farrar said the proposed budget includes additional sewer jetting to identify other potential areas for repairs.

Town Marshal

Marshal Appelhanz reviewed his patrol log for the previous month to the Board. He then discussed with the Board the wide discrepancy between Town Municipal Court expenses compared to its revenue. Marshal Appelhanz recited an example of a traffic violation that he felt was a solid case but that was dismissed by the Town prosecutor. Marshal Appelhanz expressed frustration with the situation. Admin. Farrar said that there not been recent communication between the prosecutor and the town. Admin. Farrar asked for direction from the Board of Trustees on the Municipal Court system. Admin. Farrar suggested

an annual, or perhaps biannual, meeting between the Trustees; the Town Prosecutor; and Municipal Judge to ensure good, clear communication. Administrator Farrar proposed that he call Town Prosecutor Jeffrey Conklin to initiate the conversation and identify the concerns. In addition, he proposed that Mr. Conklin meet with the Board of Trustees at least annually. Admin. Farrar said he would also like to set up a similar process with the Municipal Judge, Gregory Mueller. The Trustees also discussed bidding legal services every five to seven years. Admin. Farrar mentioned that good communication between the Trustees, the town attorneys, and judge is paramount. The Trustees concurred. The Board agreed that periodically soliciting bids for services for Town attorney and Town auditor would ensure price competitiveness and help avoid complacency. Admin. Farrar reiterated that periodic meetings with these parties would keep everyone on the same page with the Board of Trustees.

Marshal Appelhanz mentioned that the 911 Communications Tower (1562 57^{1/2} Road) is complete, but there are still some problems with the antennas.

APPROVE EXPENDITURES

MOTION: Trustee Schowalter moved to approve the expenditures for the Town of Collbran from October 8, 2014 through November 4, 2014; seconded by Trustee Entwistle.

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

ADJOURN

MOTION: By consensus, the Board of Trustees moved to adjourn the Regular Meeting.

NON-ROLL CALL VOTE: 4 Yes votes – Sturm, Entwistle, Schowalter, and Jones. 0 No votes. Motion passed.

The Regular Meeting adjourned at 9:05 P.M.