

## **Collbran Board of Trustees Meeting Minutes**

**Tuesday, April 7, 2015**

**Regular Meeting**

**7:00 PM Collbran Town Hall**

The Regular Meeting of the Collbran Board of Trustees was called to order at 7:05pm by Mayor Jones. The Pledge of Allegiance was recited.

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

**ABSENT:** none

**OTHERS PRESENT:** Administrator Farrar, Treasurer/Clerk Phillips, Marshal Appelhanz, Deputy Marshal Mitchell, Liz Sanchez, Derek Elder, Margaret Eversole, Tamera Clark, Dustin Shiflett, Beau Addison, Tilda Evans, Lew Evans, Ami Hightower, Thena Walton, Ben Nichols III, and Jeff Minor.

### **APPROVAL OF MINUTES**

**MOTION:** Trustee Entwistle moved to approve the Minutes from the Regular Meeting on March 3, 2015; seconded by Trustee Dorman.

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

### **PERSONS PRESENT NOT ON AGENDA**

Trustee Schowalter approached the podium on behalf of Plateau Valley Booster Club; she extended an invitation the Board to the Safe Prom party. She thanked the Town for its donation and said that for the second year in a row, the Town has paid for its bump ‘n jump.

Trustee Schowalter introduced Liz Sanchez to the Board; she is a student at the Job Corps and has been doing work-based learning at Town Hall. Liz thanked the Board for the opportunity and said that this is an awesome Town. Admin. Farrar thanked Liz and said that she has been a great help.

Trustee Entwistle mentioned that Joyce Chicos had spoken with her about the Cancer Walk on Sunday May, 24 at the Fairgrounds. She said that Ms. Chicos hoped to have a Town representative in attendance. She mentioned that the event would probably be emotional because last year it occurred the day before the West Salt Creek landslide.

### **GRAND VALLEY POWER UPDATE ON SOLAR INSTALLATION FOR LOW INCOME – Derek Elder**

Derek Elder of Grand Valley Power (GVP) said Collbran is a self-reliant community. He said that he came to offer information about GVP’s Grid Alternatives Colorado solar program. He said the solar panels could be purchased one at a time for \$800 apiece. Mr. Elder mentioned that GVP is partnered with a non-profit organization (Housing Resources of Western Colorado). He said that once a low-income household has qualified and is accepted into the program, they’ll start seeing a \$50 - \$70 savings. He

mentioned that this is a four-year program; a household can continue participating, but must re-qualify first. Mr. Elder said that part of the program requires attendance at a 2-hour presentation and a contribution of 16 in-kind hours of labor helping install the panels or preparing meals for workers. He was hoping the Board and those in attendance tonight would spread the word about the program to individuals that could use the assistance. He said that this is a pilot project and that there will be 6 – 10 consumers; it is the first in the nation. He also said they were invited to speak in Washington DC because there is interest at the national level. Trustees Entwistle and Dorman asked when a workshop could be held. Mr. Elder said that the first or second week of May. Mayor Jones asked about solar lighting on Main Street. Mr. Elder said that he has communicated with Admin. Farrar and vendors.

**PRESENTATION ON LITTLE LEAGUE & MASTER PLANNING OF GANDI PARK –  
Jeff Minor**

Justin Shiflett provided the Board with a list of changes that they would to see at Gandhi Park. He mentioned that they are interested in pursuing a GOCO grant. Jeff Minor listed the following needs at Gandhi Park: electrical improvements; installation of lights and other items. Admin. Farrar mentioned that the Town is balancing many grant funded needs including the Fairgrounds project, etc. Mr. Minor said that there is a new age bracket in the little league: 13 – 16 year old boys. He said that next year they plan on a 13 – 16 year old girls age bracket. Mr. Minor mentioned that teams will be coming here from Delta, Eagle, Gypsum, and Meeker. He said that in the near future they will need lighting for night games. Admin. Farrar mentioned that Little League should seek funding partners for the little league group. He suggested that they go through their items list and detail costs and needs. Mr. Minor asked if their group could apply for grants also; he mentioned that little leagues elsewhere do. Admin. Farrar said that grant funding is an option, but they needed to keep in mind that they are competing with other projects in Collbran. Multiple grants would need to be prioritized and particularly with GOCO.

**ARENA ADVISORY COMMITTEE ORDINANCE, USER GUIDE, KEY POLICY**

**ORDINANCE NO. 2, SERIES 2015 – AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO AMENDING CERTAIN SECTIONS OF TITLE 4, “ELECTIONS, APPOINTMENT AND RECALL OF OFFICIALS”, OF THE COLLBRAN MUNICIPAL CODE PROVIDING FOR APPOINTMENT OF AN ARENA ADVISORY COMMITTEE (AAC).**

Admin. Farrar opened up the discussion of Ordinance 2, Series 2015 by asking the Arena Advisory Committee (AAC) about the term "liaison" in section 4.05.020 (4) and whether it had to do with renting the facility. Tammy Clark mentioned that it is not about rentals, but a communication bridge between user groups and the Town; it is to help save from having extra Board workshops. Beau Addison mentioned that it is to avoid 40 people from showing up to a Board meeting. He said that they would be a liaison to the 5 -10 user groups.

Admin. Farrar asked about section 4.05.070 concerning emergency expenses. He said that the AAC can communicate with Public Works for emergency repairs. He also mentioned that amounts can be budgeted each year. Mr. Addison said that he would like to be able to purchase small items for repairs. Admin. Farrar mentioned that he could call Keith Encke or Mike Nichols from Public Works, or himself to okay a purchase. Mr. Addison said that the AAC was looking at the ordinance to provide them some future assurance that as boards change the AAC would continue to have available funding. Administrator Farrar

noted that budgetary appropriations are an annual process subject to approval by the Trustees and that an ordinance could not bind future boards to expenditures without an election.

Admin. Farrar moved on to the topic of the Fairgrounds User Guide. Scheduling of events was discussed, including if an event contained offensive activities and how to deal with it; Admin. Farrar said that language could be added to address this. He mentioned that if a group doesn't like a staff response, they can appeal to the Board of Trustees. On the topic of Cancellation of Events, Tammy Clark said that she would like a set number of days to cancel an event listed in the User Guide instead of it saying "in a timely manner". She also mentioned that she would like to eliminate the \$50 cancellation fee. Admin. Farrar mentioned that the processing fee is a discouragement to someone backing out at the last minute and the amount could be changed to \$25.

In the section titled Fees/Deposits, Admin. Farrar discussed Part 1 that mentions in annually approving a fee schedule; the Board may solicit recommendations from the AAC. It was discussed whether to change "may solicit" to "will solicit". Part 6 provides that a non-profit group could request the Trustees to consider a fee option of 10% net proceeds from their gate and concession instead of gross. Admin. Farrar mentioned that proof of 501 (c) status would be sufficient to qualify.

In the Insurance section, it was mentioned that point 3 and 4 are redundant regarding proof of insurance, so point 4 could be struck. On the topic of arena keys, discussion included the checking-in key process, checking over the facility after the event, and orientation for operating the sound system. In the Parking section of the User Guide, Admin. Farrar mentioned that there must be a schedule for determining the number of parking attendants based on anticipated number of participants at an event. This is a public safety issue and should not be left undefined.

Moving on to the Use of Town of Collbran Equipment section, Admin. Farrar said they he had talked with CIRSA (the Town's property and casualty insurance provider) to see if there were options for a non-employee of the Town to operate the tractor at the Arena and maintain adequate liability coverage. Tammy Clark mentioned that the dirt at the Arena is difficult and takes a lot of expertise to get it right; it takes an experienced person to operate the tractor. She said that barrel racers are extremely particular about the condition of the ground. Admin. Farrar mentioned that perhaps a part-time employee could be hired to operate the tractor. This option will be researched further with CIRSA.

In the Alcohol section of the User Guide, Admin. Farrar said that a reference to the Town ordinance on that topic could be included. In the Security/Safety section, Admin. Farrar said that the Town ordinance that dogs can be on leash or under the owner's voice control at all times; the User Guide mirror the town ordinance. In the Camping section, Admin. Farrar mentioned that he doesn't want to see extended camping at the Fairgrounds. In #3 of the Grounds section, Admin. Farrar said that it was unclear what to do about leaving animals (ex: horses) unattended. #4 concerns livestock and the AAC would like to eliminate the one-overnight stay rule and extend it a little bit. Marshal Appelhanz referred to the section that mentions the Town charging for livestock to stay at the Fairgrounds beyond 24 hours; he said that if the Town charges for boarding, there could be legal problems if the animals left overnight are stolen. Lastly, in the Signage/Advertising section of the User Guide, Tammy Clark mentioned that she has an old copy of an advertising policy which she will deliver to the Town.

Referring back to section 4.05.020 (4) of Ordinance 2, Series 2015, Admin. Farrar mentioned that the term "liaison" can remain in the in the text, but there should be a statement making it clear that liaison does not relate to rental of the facility. The AAC was not sure of the necessity of the extra language.

**MOTION: Trustee Entwistle moved to approve Ordinance No. 2, Series 2015 with the agreed upon changes to section 4.05.070, seconded by Trustee Dorman.**

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

**ARENA ADVISORY COMMITTEE VACANCY APPOINTMENT**

Admin. Farrar mentioned that Tilda Evans is a Collbran resident and AAC applicant that didn't get appointed during recent appointments by the Trustees. He said that she is still interested in the position.

**MOTION: Trustee Entwistle moved to approve the appointment of Tilda Evans to the Arena Advisory Committee (AAC); seconded by Trustee Sturm.**

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

**LILAC PARK CONCRETE WORK ON ROADWAY**

Admin. Farrar mentioned that April or May would be a good time for the Job Corps to help the Town with concrete road work shown in the downtown master plan for Lilac Park. The Board of Trustees agreed that it was okay to pursue the project.

**AXIA ENERGY REQUEST TO ASSIGN LICENSE AGREEMENT TO AXIA ENERGY II**

Admin. Farrar said that Axia Energy's request for a transfer of license relates to the chain-up agreement they have with us for the Fairgrounds area; the company is restructuring and they are changing their name to Axia Energy II. The Board of Trustees agreed that it was okay to approve transfer of the chain up license agreement to the new company if there were no issues.

**DISCUSSION RE: CML CONFERENCE IN BRECKENRIDGE FROM JUNE 16-19**

Admin. Farrar stated that he would like to attend the annual CML conference and he would not "be on the clock" with the Town while he was there. He encouraged any of the Trustees that would be able to attend to do so as well. The Board of Trustees agreed that Admin. Farrar could represent the Town at the June CML Conference and approved using the 2015 budgeted funds for the conference registration and expenses.

**RESOLUTION NO. 5, SERIES 2015 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO APPOINTING THE TOWN ATTORNEY, MUNICIPAL JUDGE, TOWN CLERK, AND TOWN TREASURER**

Admin. Farrar mentioned that he would like to have this appointment resolution approved every two years, not every year. The Board of Trustees agreed to modify the ordinance to provide for appointments after each election (every two years) as specified in the Colorado Revised Statutes and directed the staff to prepare a revised ordinance.

**MOTION: Trustee Schowalter moved to approve Resolution No. 5, Series 2015 as presented; seconded by Trustee Entwistle.**

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

## **STAFF REPORTS**

### **Town Administrator**

Regarding the Regional Broadband Grant application, Admin. Farrar said that there are dollars out there to address improving service. The Board of Trustees concurred and directed him to work with the other agencies on grant funds.

Admin. Farrar mentioned that he and Marshal Appelhanz attended a tour of the West Salt Creek landslide recently. He said that Town representatives, the County Sheriff and Mesa County staff, went to the site and discussed potential future hazards and responses; it was the first site visit by new Mesa County Sheriff Matt Lewis. Admin. Farrar said that the Mesa County representatives wanted to work with Collbran on a community informational meeting about the slide in Collbran around May 6 or 7.

Administrator Farrar noted that the scope of work in the request for proposals (RFP) for the Arena Master Plan was quite broad and perhaps beyond what is possible for the currently available funding of \$40,000. He noted that the priorities for this planning process were a facility master plan and a robust public process. The other items were less critical although important nonetheless. He said he had received inquiries about the RFP and consultants expressed concern about completing the work for the available funds.

### **Town Marshal**

Marshal Appelhanz said that he had attended a marijuana law class at the Grand Junction Police Department. He also mentioned that he, Admin. Farrar, and Deputy Marshal Mitchell attended a pipeline safety class recently and that Keith Encke and Mike Nichols of Public Works attended a similar session earlier in the day.

Marshal Appelhanz mentioned that he could lease night vision and thermal cameras from the military. He said the military would repair and replace the items when necessary all at a cost of \$300 per item per year. Marshal Appelhanz asked the Board to approve the leasing of two of each items at a total cost of \$1,200 for one year. Admin. Farrar informed the Board the expenditure would be part of what was allotted in the Marshal's 2015 budget.

Marshal Appelhanz wanted to clarify his statement at the prior meeting about time spent at the Plateau Valley School. He said that a lot of his shift is paperwork; he said that he could be efficient by providing a presence at the P.V. School and at the same time could use his laptop deal with paperwork. He also mentioned he has had previous discussions with the school Superintendent about pursuing District budget funds to help defray the cost of his time at the school.

Marshal Appelhanz said that he has a required School Resource Officer (SRO) training next week. Deputy Marshal Mitchell will also participate.

## **APPROVE EXPENDITURES**

**MOTION: Trustee Entwistle moved to approve the expenditures for the Town of Collbran from March 4, 2015 through April 7, 2015; seconded by Trustee Sturm.**

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

**ADJOURN**

**MOTION: Trustee Entwistle moved to adjourn the Town of Collbran Board of Trustees Regular Meeting of April 7, 2015; seconded by Trustee Sturm.**

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

The Regular Meeting adjourned at 10:05pm.