Collbran Board of Trustees Meeting Minutes
Tuesday, July 7, 2015
Regular Meeting
7:00 PM Collbran Town Hall

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

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

ABSENT: Trustee Entwistle.

OTHERS PRESENT: Administrator Farrar, Treasurer/Clerk Phillips, Marshal Appelhanz, Administrative Assistant Melonie Matarozzo, Lew Evans, Tilda Evans, Teri Appelhanz, Beverly Duzenack, and Valerie Dussor.

APPROVAL OF MINUTES

MOTION: Trustee Schowalter moved to approve the Minutes from the Regular Meeting on June 2, 2015; seconded by Trustee Sturm.
ROLL CALL VOTE: 3 Yes votes – Schowalter, Sturm, and Jones. 0 No votes. Motion passed.

PERSONS PRESENT NOT ON AGENDA – (1 of 3)

Nobody came forward.

NEW TRUSTEE CONSIDERATION / APPOINTMENT

Mayor Jones mentioned that there was only one letter of interest for the trustee vacancy, and that was Lew Evans.

MOTION: Trustee Sturm moved to approve the appointment of Lew Evans as a Trustee on the Collbran Board of Trustees; seconded by Trustee Schowalter.
ROLL CALL VOTE: 3 Yes votes – Sturm, Schowalter, and Jones. 0 No votes. Motion passed.

Mayor Jones administered the Oath of Office and swore in Lew Evans as a Trustee.

MAYOR PRO-TEM APPOINTMENT

MOTION: Trustee Schowalter moved to approve the appointment of Vic Sturm as the Mayor Pro-Tem on the Collbran Board of Trustees; seconded by Trustee Evans.
ROLL CALL VOTE: 3 Yes votes – Schowalter, Evans, and Jones. 0 No votes. Trustee Sturm abstained. Motion passed.

2014 AUDIT PRESENTATION – Jeff Wendland, CPA, LLC

Jeff Wendland presented draft financial statements to the Board. He mentioned that he assesses risks, and mitigates risks and fraud. Mr. Wendland said that his job is to test records by Generally Accepted Accounting Principles (GAAP) within levels of materiality. He mentioned that he tests controls at some level, and if he sees any area of concern, that is where he will focus attention. Mr. Wendland said that he wants to be sure that Trustees review Town expenditures; he said that looks at the Minutes to verify. Mr. Wendland mentioned that governments with limited staff are challenged to ensure segregation of duties. He said that Town revenue and expenditures haven't changed much in recent years. Mr. Wendland said that he'll mention in his footnotes the technical overspending in the Sewer Fund in 2014 even though the Town passed a supplemental appropriation ordinance. He also mentioned that Town sales tax increased substantially in 2014. Admin. Farrar said that the State told him may have been a result of oil and gas equipment purchases. The State had told him to avoid spending the additional revenue immediately because the Town would have to return the money if it was somehow paid in error. Treasurer/Clerk Phillips mentioned that the last two Town sales tax remittances of 2014 and the first two of three of 2015 have been much larger than usual. Admin. Farrar said that Town sales tax in 2014 was roughly $30,000 higher than previous years. He again mentioned that may be a result of oil & gas company purchases. Mr. Wendland said that the Town is continuing to build funds each year. Admin. Farrar said the Sewer Fund lost ground in 2014 when depreciation was considered. He urged that the Trustees understand the Town financial statements, because these are the financial report card of the Town. Mayor Jones mentioned that he appreciates Jeff Wendland's communication with him each year and is reassured by what is reported. Administrator Farrar recognized Treasurer/Clerk Phillips for recently detecting theft of cash by following good accounting procedures which is a practice that he appreciates; the Board acknowledged Treasurer/Clerk Phillips for the detection. Admin. Farrar mentioned that the Town financial statements are a budget tool and that budget season is coming up.

PERSONS PRESENT NOT ON AGENDA – (2 of 3)

Teri Appelhanz appeared on behalf of the Plateau Valley School girls' volleyball and basketball teams. She asked the Town to sponsor a "hole" for them. Admin. Farrar noted that if the teams are not a 501(c) 3 private nonprofit, the donation would have to be listed on a Form 1099 made out in her name. Mayor Jones said that normally donations are addressed during the budget for future requests. The Trustees agreed to contribute $150.

MOTION: Trustee Schowalter moved to approve the sponsoring of a "hole" for $150 for the fundraiser for Plateau Valley School girls' volleyball and basketball teams on August 8 at Chipeta Golf Course in Orchard Mesa; seconded by Trustee Evans.

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

Motion passed.

PERSONS PRESENT NOT ON AGENDA - (3 of 3)

Beverly Duzenack and Valerie Dussor appeared on behalf of the Plateau Valley Historic Preservation Society. Ms. Duzenack wase interested in an official designation by the Town as overseers of the Collbran Auditorium. Admin. Farrar said the Town recently adopted an ordinance that formed the Arena Advisory Committee (AAC) and if the Historic Preservation Society wished to pursue a more formal classification as an official Town committee, the ordinance could be modified to include them. Ms. Dussor said that they would like to pursue grants to perhaps upgrade the electricity of the Auditorium. Admin. Farrar mentioned that the Board could provide a letter of support and indicate the Town would allow the group to make improvements with grant funds. Mayor Jones wondered if the term "overseer" would be the correct designation. Admin. Farrar said that a modification to the existing ordinance would include language stating specific responsibilities if the group wanted to pursue that option. As an alternative, he said that their group could be recognized by Town resolution. Ms. Dussor said that they would pursue private grants and not government grants. Admin. Farrar suggested that they submit a letter specifically detailing what they want and that could be considered on the August 4 agenda. Ms. Duzenack mentioned that the Auditorium has old stored items that could be sold to raise funds. Mayor Jones said that this topic has been raised, but no one has pursued the sale. It would be nice to have a written proposal. Ms. Duzenack asked if there could be a liaison on the Board that could perhaps stay in touch with the P.V. Historical Society. Trustee Evans offered to be liaison since he attends their meetings already. Ms. Dussor asked if their group could research the value of items in the Auditorium for potential sale. Mayor said that Collbran is a community; he mentioned that he did not have a problem with researching item values.

ARENA MASTER PLAN STEERING COMMITTEE APPOINTMENT

Admin. Farrar said that public notice was posted around Town, Mesa and Molina; and posted on the Town Facebook page soliciting Arena Master Plan Steering Committee letters of interest. Admin. Asst. Matarozzo mentioned that the same solicitation was posted on the P.V. Community Facebook page. Admin Farrar said the application deadline was 4pm on Thursday, July 2. He mentioned that five letters arrived before the deadline and one letter of interest which arrived after the 4 o'clock deadline. Admin. Farrar proposed creating a nine-member committee with two Town employees, two Trustees, two Arena Advisory Committee (AAC) members, and three from the public. He said he would attend but as a staff representative. He said that if there is applicant space available those vacancies should be filled by members of the public. Admin. Farrar said that the Steering Committee will work directly with the consultants (Norris Design) in three meetings; all committee meetings are public.

MOTION: Trustee Schowalter moved to appoint Trustee Entwistle and Trustee Evans to the Arena Master Plan Steering Committee; there is no second of the motion.

Trustee Sturm said he is willing to serve on the steering committee. Trustee Schowalter was okay with him instead of Trustee Entwistle, but no new motion was made. Trustee Schowalter said she thinks that Tamera Clark of the AAC should be one of AAC members on the steering committee. Admin. Farrar suggested that the Board vote on appointments by secret ballot. Trustee Evans proposed that Trustee Strum and Trustee Entwistle be on the steering committee instead of himself because his wife is an AAC member. The Board proceeded to vote on appointments by secret ballot; Marshal Appelhanz initiated the

vote count, but asked the how the final determination was to be made. The Board continued to discuss the topic. Admin. Farrar mentioned that letters of interest came from Luann Wallace (public), Tilda Evans (AAC), Todd and Kama Farrington (public), Melonie Matarozzo (staff), and Julie Miller (public). Trustee Schowalter indicated that Tamera Clark (AAC) also submitted a letter of interest and was only 41 minutes late of the deadline and should be included as well. After more discussion, Mayor Jones suggested the selection be tabled; he said in two weeks there will be a review of the Heritage Days activities that took place last week, so maybe that would be a good time to figure out which AAC members would like to serve on the steering committee. Trustee Evans said that there doesn't appear to be an issue if all applicants that submitted letters, including the late one, be selected by the Board to be on the steering committee. Trustee Sturm said that Eric Bevan (AAC) was also interested, but he had told him to not bother submitting a letter because the deadline had passed.

MOTION: Trustee Schowalter moved to appoint to the Arena Master Plan Steering Committee all of those who submitted letters of interest on time (L. Wallace, T. Evans, T. & K. Farrington, M. Matarozzo, and J. Miller), with one more individual from the AAC be selected by the AAC; seconded by Trustee Evans.

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

Motion passed.

OLE DAD'S LIQUOR STORE LICENSE RENEWAL REVIEW

Admin. Farrar mentioned that the application for renewal is complete, there have been no complaints or problems with Ole Dad's Liquor in the past year, and that they run a good operation. Marshal Appelhanz said that Bob and Vicki Wood (the owners) are always helpful whenever he needs video footage from their cameras; he also said that they are a model business.

MOTION: Trustee Sturm moved to approve Bob and Vicki Wood's application for renewal of Ole Dad's Liquor's retail liquor store license; seconded by Trustee Evans.

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

Motion passed.

NORRIS DESIGN CONTRACT FOR ARENA MASTER PLAN

Admin. Farrar said that the original Norris Design proposal price was more than the GOCO grant award including the Town appropriation. Norris Design has revised the contract to the requested $40,000 and the key elements in the scope of work are essentially the same. Items that were eliminated include more extensive market analysis, demographics study, and other less critical components to the core objectives. He said that Town Attorney Jim Neu has reviewed the contract and recommends approval. Admin. Farrar mentioned that the only missing item is the proof of insurance which he will obtain from them if the Board approves the contract. Staff recommends approval of the contract.

MOTION: Trustee Evans moved to approve the presented contract between Norris Design and the Town of Collbran for the Arena Master Plan; seconded by Trustee Sturm.

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

Motion passed.

RESOLUTION NO.6, SERIES 2015 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, ADOPTING THE 2015 MESA COUNTY HAZARD MITIGATION PLAN

Admin. Farrar mentioned that this plan is the one that was presented several months ago to the Board; he said he couldn't attend the meeting at Mesa County when they reviewed the document, but Marshal Appelhanz was present. He mentioned that in order for Collbran to be part of the plan, Mesa County requires the Town to adopt the Hazard Mitigation Plan by resolution. Admin. Farrar said that the concepts in the plan were utilized after the West Salt Creek landslide occurred. Staff recommended approval of the resolution.

MOTION: Trustee Sturm moved to approve Resolution No.6, Series 2015 adopting the 2015 Mesa County Hazard Mitigation Plan; seconded by Trustee Evans.

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

Motion passed.

RESOLUTION NO.7, SERIES 2015 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, ADOPTING THE STATE OF COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE FOR THE TOWN OF COLLBRAN, COLORADO

Treasurer/Clerk Phillips mentioned that the Board adopted the State of Colorado Municipal Records Retention Schedule in August of 2003, but no resolution was attached to it; he said that it would be better if there was a supporting resolution. He said that the State regulations include a detailed schedule for all municipal records including accounts receivable, accounts payable, payroll, etc. Treasurer/Clerk Phillips said it states individually how many years different records need to be retained. He mentioned that it even refers to historical documents; he said the schedule is very thorough and is a good guide because it is clear about what to do with different types of records.

MOTION: Trustee Schowalter moved to approve Resolution No.7, Series 2015 adopting the State of Colorado Municipal Records Retention Schedule for the Town of Collbran, Colorado; seconded by Trustee Evans.

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

Motion passed.

STAFF REPORTS

Town Administrator

Admin. Farrar noted that he had attended the Colorado Municipal League (CML) Annual Conference recently; he said that it was a well-run event. Admin. Farrar said that he had anticipated that there were

more sessions on marijuana, but he attended one that had a good audience exchange on the topic. He said that he also attended sessions on negotiating development agreements, working with the media, economic development for small communities, budgeting, and sign code law. He said that networking at the CML Conference is also a worthwhile reason to attend.

Admin. Farrar noted that he will be meeting with Wayne Bankert of Laramie Energy on July 8. He said there has been vehicle and heavy equipment activity through Town recently due to fracking and well development. He mentioned that some of the new technology helps to reduce impacts and, for example, it is more cost-effective for oil & gas companies to treat their own water and reuse it than haul it by truck. Admin. Farrar said that he recently toured an oil rig and found it to be very interesting and educational. Admin. Farrar discussed the water test results from Mark Sullivant that he had forwarded to Carlos Lujan, Environmental Protection Specialist of the Colorado Oil & Gas Conservation Commission (COGCC). He said that Mr. Lujan informed him that the test results indicated no "detects" that result from oil & gas operations. He said that Mr. Lujan recommends that anyone who believes there might be violations by oil and gas operations, should file a complaint through the COGCC website. Admin. Farrar said that Mr. Lujan informed him that Mr. Sullivant has not filed a complaint.

Town Marshal

Marshal Appelhanz informed the Board that his report should show ten municipal citations issued instead of nine, and one county citation issued instead of zero. Trustee Sturm mentioned that Deputy Marshal Mitchell's presence on Highway 330 has deterred speeders. Marshal Appelhanz said that about 2/3 of the citations issued this past month have been for speeding. He also mentioned that on June 17, himself and Deputy Mitchell met with a representative with DCP Midstream; he said that they talked about the compressor station. Marshal Appelhanz mentioned that they were the only law enforcement and EMS that has ventured up to that area; he said that they know how to get into the gates and access the shut-offs. Marshal Appelhanz also mentioned that he has received word about being approved for a $20,000 grant for a new patrol car; he said that perhaps by the end of August we would receive the funding. He asked the Board if he could place an order for the vehicle based on the acceptance letter because it would take a while to receive it, or wait for the grant check. Admin. Farrar mentioned that the Town has sufficient funds available, and maybe have to approve a supplemental appropriation at the end of the year. Marshal Appelhanz said that he should be able to purchase a vehicle for around $36,000 - $40,000, not including equipping it with lights, etc. He asked the Board what they would like to do with the Dodge Charger, whether to sell it or retain it. Admin. Farrar mentioned to the Board if he could work with Marshal Appelhanz to see what would be the best course of action. Marshal Appelhanz said recently there has been damage to the planter on the east side of the Public Works shop, the backhoe, and the garage door; he suggested purchasing a $400 - $500 camera system with a DVR in able to record that area in order to hopefully recover losses from future instances. Admin. Farrar mentioned that if the Board concurs, he'll work with Marshal Appelhanz to research what would work best for that area. Marshal Appelhanz said that the replacement cost for the damage to the east garage door of the Public Works shop far outweighs the cost of the camera system.

Marshal Appelhanz mentioned that for Heritage Days last week, the Friday rodeo was pretty quiet, but Saturday's was packed full of people. He said that the Street Dance on Friday and Saturday night went well, but there was an unrelated fight on Saturday night in Plateau City. Marshal Appelhanz mentioned that the fireworks on Saturday night went fine. Admin. Farrar said that the feedback about the fireworks was awesome. Marshal Appelhanz mentioned that on Saturday night, he and Deputy Marshal Mitchell had to direct traffic because it was so congested. He also commented that there were several residents who were using fireworks, but it would be too difficult for them to deal with that and all of the other things going on in the same night. Mayor Jones commenting about the Parade, suggested it would be safer for the kids if there was no parking on Main Street during that time; it would be safer and visibility would be better as well. Marshal Appelhanz suggested that since there are so many activities occurring in Town over Independence Day, the Town should have a hand in the planning process along with three or four Heritage Days members. Admin. Farrar mentioned that there was some negative feedback for the message that read "open container law enforced" as you entered Town. He said that Marshal Appelhanz wrote three warnings to individuals, no citations. Admin. Farrar mentioned that with Independence Day comes an increase in alcohol use, and they want to make sure that the hazard to people are minimized. Marshal Appelhanz said over the weekend there were ten DUI arrests in Mesa County. He mentioned that it was his idea to put the message up to give people ample warning; he said he didn't intend to offend anyone; Admin. Farrar mentioned that he supported the message going up as well. Marshal Appelhanz said that there has been an increase in alcohol-related occurrences recently, so unfortunately an increase in enforcement will have to go along with it.

Trustee Schowalter mentioned that a lady has complained to her twice about the "Drive Safe" sign leaving Collbran on the east side of Town; she believes it should say "Drive Safely". Admin. Farrar said he would look into it, and the Board concurred.

APPROVE EXPENDITURES

MOTION: Trustee Schowalter moved to approve the expenditures for the Town of Collbran from June 3, 2015 through July 7, 2015; seconded by Trustee Evans.

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

Motion passed.

ADJOURN

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

Marshal Appelhanz asked what the Board wanted him to do with the secret ballot results in selecting Arena Master Plan Steering Committee members. Admin. Farrar mentioned that all of the letters of interest that arrived on-time have been selected, and the AAC will select one more member from their group. He informed Marshal Appelhanz to go ahead and shred the tally.

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

The Regular Meeting adjourned at 8:53pm.

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Approved Attest