

**Collbran Board of Trustees Meeting Minutes**  
**Tuesday, April 12, 2016**  
**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 Schowalter, Sturm, Entwistle, Evans, and Mayor Jones.

**ABSENT:** none

**OTHERS PRESENT:** Administrator Farrar, Town Clerk/Treasurer Phillips, Marshal Appelhanz, Administrative Assistant Melonie Matarozzo, Patty Sturm, Tammy Clark, Margaret Eversole, Sylvia Spangler, Robert Wood, Vicki Wood, Eva Julius, Charlene Jones, and Kammy McIlwain.

**APPROVAL OF MINUTES**

**MOTION:** Trustee Entwistle moved to approve the Minutes from the Regular Meeting on March 1, 2016; seconded by Trustee Sturm.

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

**APPROVE EXPENDITURES**

**MOTION:** Trustee Evans moved to approve the expenditures for the Town of Collbran from March 2, 2016 through April 12, 2016; seconded by Trustee Entwistle.

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

**ORDINANCE NO. 2, SERIES 2016 – AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, AMENDING SECTIONS 9.03.010(a) AND (b) AND 9.13.010 (a)(1) OF THE COLLBRAN MUNICIPAL CODE REGARDING WATER AND SEWER RATES AND FEES**

Mayor Jones mentioned that there have been several work sessions held recently by the Board regarding water and sewer rates. He said that the Town is trying to build funds in the enterprise funds; in the past, the water and sewer funds did not have adequate revenues. Trustee Entwistle noted that it is important for the funds to run in the black. She mentioned that she would like to have the staff research certain accounts with regard to billing methodology, and then once that is cleaned up, then see how much of an increase is still needed. Trustee Sturm said that other municipalities have had many rate increases during the same period of time that Collbran had just two. Mayor Jones spoke about past water and sewer projects, repairs, and water losses. He said that a rate increase will help build reserves needed in the enterprise funds. He also spoke of a past grant from the Colorado Department of Local Affairs (DOLA) for the water fund that the Town provided matching funds; he said that he would like the Town to pursue more grants. Admin. Farrar discussed fixing potential billing problems. He said that staff would like it resolved as well. Trustee Entwistle expressed concern about certain accounts not being billed properly.

Admin. Farrar said that the staff would address the accounts identified, but those additional revenues would not be adequate to fund needed reserves. Trustee Schowalter said that she would prefer a 3% increase per year with a tiered structure instead of a one-time 6% increase. The topic of unaccounted for water on the system was raised. Admin. Farrar mentioned that a prior engineering study showed that the Town's water system has 27% in unaccounted-for water. He said the Town should pursue a program of leak detection, but that would have to be considered with the next annual budget. Trustee Evans said that he would be okay with a 3% increase. Mayor Jones said that since there is no motion for Ordinance No. 2, Series 2016, no action was taken. Trustee Schowalter said that she would like to re-address the utility rate topic in the near future.

**ORDINANCE NO. 3, SERIES 2016 – AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO AMENDING TITLE 3, “ADMINISTRATION AND PERSONNEL,” OF THE COLLBRAN MUNICIPAL CODE REGARDING TERMS OF TOWN OFFICERS**

Admin. Farrar explained that Town Atty. Jim Neu provided material in the Board packet explaining statutory requirements regarding Town officers. Admin. Farrar said that the officer positions are Municipal Judge, Town Attorney, Town Clerk, and Town Treasurer.

**MOTION: Trustee Evans moved to approve Ordinance No. 3, Series 2016 regarding terms of Town officers; seconded by Trustee Entwistle.**

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

**APPROVAL OF APRIL 5, 2016 TOWN OF COLLBRAN BIENNIAL REGULAR MUNICIPAL ELECTION RESULTS**

**MOTION: Trustee Sturm moved to approve the results of the April 5, 2016 Town of Collbran Biennial Regular Municipal Election; seconded by Trustee Evans.**

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

**ADMINISTER OATH OF OFFICE FOR MAYOR AND TRUSTEES**

Trustee Vic Sturm took the Oath of Office for Mayor of the Town of Collbran; administered by Town Clerk/Treasurer Phillips. Patty Sturm took the Oath of Office for Trustee of the Town of Collbran; administered by Town Clerk/Treasurer Phillips. Trustee Lew Evans took the Oath of Office for Trustee of the Town of Collbran; administered by Town Clerk/Treasurer Phillips.

**THANK YOU TO OUTGOING MAYOR AND TRUSTEE**

Mayor Jones thanked the audience for the opportunity for him to serve the Town; it was a privilege for him to do so. He said that, as stated in the oath of office, he does believe in the ever-living God, and he hopes that all Trustees do what is right for the Town. Mayor V. Sturm presented outgoing Mayor Jones and Trustee Entwistle with plaques honoring their service to the community. Admin. Farrar thanked both of them.

**PERSONS PRESENT NOT ON AGENDA**

Sylvia Spangler gave a flyer from the Plateau Valley Historical Society to the Board. She spoke about an upcoming event on May 29-31 at the Collbran Auditorium. She said that the Cattlewomen will have a reception during the history event as well. She mentioned that the Stockmen’s Ball will be held in Mesa this year. Admin. Farrar mentioned that he had investigated a potential State Historical Society Grant. Trustee P. Sturm asked Admin. Farrar about different historical status classifications; he elaborated.

Tammy Clark gave the Board the new brochures for Plateau Valley Heritage Days. She mentioned that they will not be handling the Main Street activities during Heritage Days this year because they do not have enough manpower. She offered to provide information to anyone that wanted to take over those responsibilities. Ms. Clark mentioned that Heritage Days will still be conducting the Running of the Horses on Main Street. She reviewed the different events that traditionally take place on Main Street during Heritage Days; she said the parade is the biggest event.

Kammy McIlwain mentioned that a Hemp festival is planned August 12 – 14 on the Kenny and Paula Lynn property in the meadow north of their residence to promote industrial hemp. She said that seventeen bands are expected to perform at the festival. She expressed her hope that the Town and its people will benefit from the festival. Ms. McIlwain noted that the bands include Crawford’s Jeneve Mitchell of American Idol fame. She asked the Board if Town parks could be used for camping; Admin. Farrar asked her to submit a letter to the Town detailing their request and the topic will be considered on a future agenda. She thanked the Board for their time.

**RESOLUTION NO. 3, SERIES 2016 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO APPOINTING THE TOWN ATTORNEY, MUNICIPAL JUDGE, AND TOWN CLERK/TREASURER**

Admin. Farrar said that the town Code requires annual appointment of certain town officers; he said that Ordinance No. 3, Series 2016 changing those appointments to every two years will not be effective until 30 days after publication, so the annual appointments should be made now and the other appointments could be considered after the effective date of Ordinance 3.

**MOTION: Trustee Evans moved to approve Resolution No. 3, Series 2016 appointing Karp, Neu, Hanlon, P.C. as Town Attorney, Gregory Mueller as Municipal Judge, and Jeff Phillips as Town Clerk/Treasurer; seconded by Trustee P. Sturm.**

**ROLL CALL VOTE: 4 Yes votes – P. Sturm, Evans, Schowalter, and V. Sturm. 0 No votes. Motion passed.**

**MAYOR PRO TEM APPOINTMENT**

Mayor V. Sturm said that he wanted to wait until another Trustee is appointed to the Board before a mayor pro tem is selected; the Board agreed.

**BOARD VACANCY – DISCUSS APPOINTMENT OR ELECTION**

Admin. Farrar said that the Trustees have a couple of options for filling the vacant seat. An appointment can be made by the Board after soliciting interested candidates or if the Board chooses, they can hold an election. He noted that appointing a trustee is less expensive than holding a special election for the seat; the Board agreed to decide to pursue an appointment. The Trustee vacancy is to be posted for interested citizens to submit a letter of interest.

**GRAND MESA TAVERN LIQUOR LICENSE RENEWAL REVIEW – 1006 HIGH ST – KALEB JULIUS (JULIUS INC)**

Eva Julius was in attendance. Marshal Appelhanz mentioned that there have been no formal complaints in the past year. He said that Grand Mesa Tavern needs to obtain a variance in order to allow patrons to smoke outside on their west deck within fifteen feet of the entrance/exit. Admin. Farrar said that he would look into the matter.

**MOTION: Trustee P. Sturm moved to approve the Tavern Liquor License Renewal of Grand Mesa Tavern; seconded by Trustee Schowalter.**

**ROLL CALL VOTE: 4 Yes votes – Evans, Schowalter, P. Sturm, and V. Sturm. 0 No votes. Motion passed.**

**APPLICATION FOR TEMPORARY PERMIT PENDING TRANSFER OF OWNERSHIP OF A LICENSE TO SELL BEVERAGES CONTAINING ALCOHOL AT RETAIL – MAIN STREET INVESTMENT, LLC – 107 MAIN ST – SYLVIA PELL (MAIN STREET INVESTMENT, LLC dba: MAIN STREET LIQUOR)**

Robert and Vicki Wood of Ole Dad’s Liquor were in attendance and to support approval of the temporary permit on behalf of the buyer of their business, Sylvia Pell, because she is in the process of moving. Town Clerk/Treasurer Phillips mentioned that the application and paperwork were in order; he requested that if the Board agrees, to allow him to sign-off on the temporary permit as soon as Ms. Pell takes possession of the property on 107 Main St. A temporary permit cannot be issued before then. Trustee Evans asked if this is similar to the situation in which the Board issued a temporary permit to Kimball Creek Deli and Ranchers’ Saloon last year. Town Clerk/Treasurer Phillips said that it was.

**MOTION: Trustee Evans moved to approve Town Clerk/Treasurer to sign-off on the Temporary Permit pending transfer of ownership of a license to sell beverages containing alcohol at retail for Main Street Investment, LLC at 107 Main Street as soon as Sylvia Pell has taken possession of the property at 107 Main Street; seconded by Trustee P. Sturm.**

**ROLL CALL VOTE: 4 Yes votes – Schowalter, P. Sturm, Evans, and V. Sturm. 0 No votes. Motion passed.**

**ARENA ADVISORY COMMITTEE (AAC) REQUEST FOR AUDITORIUM FEE WAIVER FOR MAY 7 SPECIAL EVENT FUNDRAISER**

Trustee Schowalter asked the Board to waive the fee to the Collbran Auditorium for the May 7 AAC special event fundraiser since the funds raised are coming back to the Town to help pay for the sound system for the Fairgrounds.

**MOTION: Trustee Evans moved to approve the waiver of the Collbran Auditorium rental fee for the AAC on May 7 for their special event fundraiser; seconded by Trustee Schowalter.**

**ROLL CALL VOTE: 4 Yes votes – P. Sturm, Evans, Schowalter, and V. Sturm. 0 No votes. Motion passed.**

**ORDINANCE NO. 4, SERIES 2016 – AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO AMENDING CHAPTER 1.02 OF THE COLLBRAN MUNICIPAL CODE TO REMOVE UNNECESSARY LANGUAGE**

Admin. Farrar said that Ordinance No. 4 is a follow-up to the discussion at the March 1 Regular Meeting about purchasing firearms. He asked the Board if they had any questions on the new language and they did not.

**MOTION: Trustee Evans moved to approve Ordinance No. 4, Series 2016 to remove unnecessary language in Chapter 1.02 of the Collbran Municipal Code; seconded by Trustee Schowalter.**

**ROLL CALL VOTE: 4 Yes votes – Evans, Schowalter, P. Sturm, and V. Sturm. 0 No votes. Motion passed.**

**RESOLUTION NO. 4, SERIES 2016 – A RESOLUTION OF THE TOWN OF COLLBRAN, COLORADO, AND STATE OF COLORADO AUTHORIZING BUSINESS PERSONAL PROPERTY TAX CREDITS TO ELIGIBLE RURAL JUMP-START COMPANIES UNDER COLORADO REVISED STATUTES 39-30.5-106**

Admin. Farrar mentioned that this topic is a follow-up to discussions at previous Board meetings. He said that Jump Start Mesa County provides tax credits and other benefits to businesses that do not just relocate jobs, but instead, create new jobs. He said that this program adds another tool to the Town's economic development toolbox.

**MOTION: Trustee P. Sturm moved to approve Resolution No. 4, Series 2016 authorizing business personal property tax credits to eligible rural Jump-Start companies; seconded by Trustee Evans.**

**ROLL CALL VOTE: 4 Yes votes – Schowalter, P. Sturm, Evans, and V. Sturm. 0 No votes. Motion passed.**

**ARENA ADVISORY COMMITTEE MINUTES**

Admin. Farrar said that the Town received another proposal for a new sound system at the Fairgrounds. He recommended holding on additional discussion on the topic until all proposals could be considered together. He suggested holding a work session prior to the May meeting. Tammy Clark asked if a work session could be scheduled followed by a special meeting so a decision could be made that day instead of putting it off. The Board agreed to have a work session on Tuesday, April 19 at 5pm and request that Snob Productions and Spectrum Sound Design present their proposals. The work session will be followed by a special meeting. Trustee Schowalter said that the AAC will be meeting at Grand Valley Bank on Monday, April 18 at 7pm. She reminded the audience of the Saturday, May 7 AAC Kentucky Derby Day fundraiser special event at the Collbran Auditorium.

**STAFF REPORTS**

**Town Administrator**

Admin. Farrar noted the election results on the failed use tax ballot question. He said that it might have been successful if the question was simply a use tax on building materials, and not paired with a new automobile use tax. He noted that TABOR dictates the language on tax questions. Admin. Farrar reviewed the Town's GOCO grant status; he said that GOCO sent their grant reviewer comment sheets. He noted that it would be useful to sit down with the AAC and the Master Plan Steering Committee to review these comments for purposes of resubmitting a grant application in the next cycle. He noted that competition for GOCO grants was really strong this year. Admin. Farrar briefly discussed the importance

of having financial partners in the grant process. He said that he plans to submit a DOLA grant request in August for downtown improvements. The Town will be required to provide matching funds for the grant in the 2017 Budget. Admin. Farrar said that the Town approved a supplemental appropriation to the General Fund in the 2015 Budget. By year end, it appeared the Town would exceed the appropriation amount, but staff recently made an adjusting entry to apply the expenditures from the General Fund to the Conservation Trust Fund in conformance with the 2015 Budget. Now, there is no issue with the supplemental appropriation. Town Clerk/Treasurer Phillips mentioned that the flagpole and the tractor were among the Fairgrounds projects that were funded by the CTF.

Admin. Farrar gave an update on the Mesa/Garfield County broadband master plan project. Discussion took place about the poor cell phone and broadband service in the Collbran area. He said that the Grand Junction 911 Communications Center has pursued cell phone companies about using the 911 tower, but they have not yet done so.

Admin. Farrar gave an overview of the recent West Salt Creek Landslide meeting with County and other officials. He said it is likely that a level one landslide alert will occur in the near future, with a probable level two alert later in conjunction with high runoff. He said the experts anticipate that the sag pond will overflow this spring/early summer and they hope it will occur in a controlled fashion. He said that Mesa County is in charge because the slide is in unincorporated Mesa County, but the Town will be working closely with them. Admin. Farrar said that he is working with the town staff and county personnel on a tabletop disaster drill exercise as part of the disaster preparedness effort. Admin. Farrar said that the Vega Dam spills water at the same time peak flows occur on Plateau Creek. Trustee Schowalter asked about the possibility of a siren to alert residents of an emergency.

Admin. Farrar reminded the Board about the CIRSA lunch on April 20 in Glenwood Springs. He updated the Board on the sale of the Town's Ford F-450. He said that the vehicle broke down again prior to the sale and the repair cost \$1,700. He said Julius Equipment purchased the vehicle for \$8,500. Trustee Schowalter mentioned that the Job Corps/Collbran clean-up day is April 29. Mayor V. Sturm said that he spoke with Colorado Senator Ray Scott about the Highway 330 E Silt cutoff. Admin. Farrar said that the next Municipalities Dinner is scheduled at the Job Corps.

### **Town Marshal**

Marshal Appelhanz discussed the suicide prevention training he attended last week; he said teen marijuana use was also discussed, including edibles. He mentioned that new types of marijuana are more dangerous than in the past; people can get higher highs. He said that the Town is slated to receive an intoxilizer soon. He briefly mentioned training on roadside tests to detect impaired drivers and tests to detect intoxicated students at school. Marshal Appelhanz briefly reviewed Colorado's no-pursuit policy of drunk drivers. He said that he likes the new vehicle purchased for the Marshal Department. Admin. Farrar informed the Board that he authorized a debit card for the Marshal's Department to help simplify purchasing. Marshal Appelhanz said that there has been considerable law enforcement activity lately. He said that many people are coming into Colorado because of legal marijuana and many of those folks are without jobs.

### **ADJOURN**

**MOTION: Trustee Evans moved to adjourn the Town of Collbran Board of Trustees Regular Meeting of April 12, 2016; seconded by Trustee P. Sturm.**

**ROLL CALL VOTE: 4 Yes votes – Schowalter, P. Sturm, Evans, and V. Sturm. 0 No votes. Motion passed.**

The Regular Meeting adjourned at 9:05pm.

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Approved

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Attest