



Collbran Board of Trustees
Regular Meeting Agenda
Tuesday, May 06, 2025, 6:00 PM
Collbran Town Hall 1010 High Street
and Via Zoom
[Join the Meeting via Zoom](#)

5:00pm – 6:00pm: Board of Trustees, Tour of Auditorium Construction Site

There may or may not be a quorum of the Board of Trustees present at this event; no decisions will be made as this tour is for informational purposes only. This will not be on Zoom. Zoom will start at 6pm when the official Board meeting starts. The tour event is a board only event and is closed to the public for public safety reasons.

6:00pm: Board of Trustees, Regular Meeting Agenda

1. Call to Order 6:00 PM
2. Pledge of Allegiance
3. Roll Call
4. Changes or Deletions to Agenda
5. Persons not on the agenda
 - a. Please limit comments to three (3) minutes and address your comments directly to the Mayor.
 - b. Identify yourself by name and address when making comments.
 - c. Comments should be courteous, civil and constructive.
 - d. Town Board will make no decision nor take action, except to direct the Town Manager or Town Attorney.
6. Consent Agenda
 - a. Staff Memo to the Board: The Importance of Consent Agendas
 - b. February 04, 2025 Board of Trustees Meeting Minutes
 - c. March 04, 2025 Board of Trustees Meeting Minutes
 - d. March 18, 2025 Board of Trustees Meeting Minutes
 - e. April 01, 2025 Board of Trustees Meeting Minutes
 - f. April 09, 2025 Board of Trustees Meeting Minutes
 - g. April Financial Report
 - h. RESOLUTION 2025-007, A RESOLUTION OF THE TOWN OF COLLBRAN AUTHORIZING AND REMOVING BANKING SIGNATORIES
 - i. RESOLUTION 2025-008, A RESOLUTION OF THE TOWN OF COLLBRAN COLORADO APPROVING THE 2025 FEE SCHEDULE FOR THE TOWN
 - j. RESOLUTION 2025-009, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, DECLARING CERTAIN EQUIPMENT AS SURPLUS PROPERTY
 - k. Approval of Annual Renewal of Work-Based Learning Program Agreement between Collbran Job Corps and the Town of Collbran
 - l. Approval of a contract between the Town of Collbran and Distel Consulting, LLC in a not-to-exceed amount of \$530 for grant and project assistance for the auditorium and broadband projects
 - m. Request to the State Auditor for an extension of time to file audit for year ended December 31, 2024

- n. Approval of Change Order # 1 with Asbestos Professionals in the amount of \$4,591.57 for additional materials abated at the Collbran Auditorium. With approval of this change order, the final and revised contract amount with Asbestos Professionals is \$458,949.37.
 - o. Approval of Change Order #4 to the contract with Asset Engineering for the Collbran Auditorium remodel, deducting \$4,591.37 from the contract sum to fund additional asbestos abatement costs. Upon approval of this change order, the revised contract amount with Asset Engineering will be \$1,606,804.22.
 - p. Approval of a Request for Proposal (RFP) to procure the services of a Town Attorney
- 7. Auditorium Project Update, presented by Asset Construction Management
- 8. FIRST READING, ORDINANCE 2025-001, AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO ADOPTING AND AMENDING THE INTERNATIONAL BUILDING CODE, THE COLORADO PLUMBING AND FUEL GAS CODE, THE INTERNATIONAL MECHANICAL CODE, THE INTERNATIONAL EXISTING BUILDING CODE, THE INTERNATIONAL RESIDENTIAL CODE, THE NATIONAL ELECTRICAL CODE, THE INTERNATIONAL ENERGY CONSERVATION CODE, AND THE COLORADO MODEL ELECTRIC READY AND SOLAR READY CODE TO BE APPLIED THROUGHOUT THE TOWN OF COLLBRAN, COLORADO
 - a. Attachment A - Building Code Draft
- 9. Approval of Building Permit at 3011 Orchard Avenue, presented by Kat Herbert, Contract Planner on behalf of the Town from our KLJ Engineering partner
 - a. Attachment A - Building Permit Application
- 10. Approval of Building Permit and Certificate of Zoning Compliance application at 3033 Pinion St, presented by Kat Herbert
 - a. Attachment A - Elevations
 - b. Attachment B - Site Plan
 - c. Attachment C - Building Permit and Certificate of Zoning Compliance Application
- 11. Approval of an Easement Agreement at 58798 Delores Drive, presented by Kat Herbert
 - a. Attachment A - Ingress/Egress Easement Agreement between the Town of Collbran and Forrest Towns and Bonnie Betts
- 12. Approval of a Domestic Water Easement Agreement between the Town of Collbran and Forrest C Towns and Bonnie Betts, presented by Kat Herbert
 - a. Attachment A - Domestic Water Easement Agreement between the Town of Collbran and Forrest C Towns and Bonnie Betts
 - b. Attachment B - Delores Divide Rural Land Division
- 13. RESOLUTION 2025-010, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, APPROVING THE TRANSFER OF \$9,000 FROM THE TOWN'S GENERAL FUND TO THE WATER AND SEWER FUND PURSUANT TO A PREVIOUSLY APPROVED EXCHANGE WITH KENDALL AND TERESA WILCOX FOR THE DEDICATION OF A TEN-FOOT STRIP OF LAND LOCATED IN THE TERRELL PARK SUBDIVISION
- 14. Street Dance Invoice Budgetary Request a supplement to Board Approved April 09, 2025 approved Fourth of July Street Closure Request, presented by Brandi Norsby
- 15. Street Closure Request, Heritage Days Parade on Fourth of July, presented by Brandi Wiltse
- 16. Heritage Days Presentation on Fireworks, a Ground Show, and Band, presented by Tamera Clark
- 17. Trustee Price's Requested Agenda Items from the April 09, 2025, Board Meeting, presented by Trustee Price
 - a. Discussion on surveillance cameras at Town Hall
 - b. Discussion on Monthly Financial Reports, request to add additional information
 - c. Discussion of reimbursement of PVSD Waterline Expenditures

18. Water Attorney Interviews
 - a. Nazarens, Stack, & Wombacher, LLC
 - b. JVAM Law
 - c. Lisa Voorhis
 - d. Burns, FIGA & Will Attorneys
19. EXECUTIVE SESSION: The Board of Trustees may enter into an executive session pursuant to C.R.S. 24-6-402(4)(b) for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions concerning possible employment agreements with a Town Water Attorney.
20. EXECUTIVE SESSION: The Board of Trustees may enter into an executive session pursuant to C.R.S. 24-6-402(4)(b) for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions concerning broadband and/or Optimus Communications.
21. Town Attorney Update
 - a. 30-day notice to withdraw as Town Attorney
22. Staff Updates
 - a. Interim Town Administrator, professional services contract expires on Friday, May 09, 2025
 - b. Incident Reports from Mesa County Sheriff for March 2025 and First Quarter 2025 – informational only and for Trustee review
 - c. KLJ Projects Update
23. Trustee Informational, Items for Future Agenda, Upcoming Meeting Dates TBD by Board and any new staff hired or to be hired by the Board
 - a. Future Agenda Requests:
 - i. Optimus Communications, possibly May 20, 2025 due to full May 6 agenda
 - ii. Website Remediation Proposal for ADA Compliance, presented by Trish Coberly with Coberly Web Creations, possibly May 20, 2025 due to full May 6 agenda
 - iii. Discussion about Restarting the Plateau Valley Chamber of Commerce, presented by Taylor Kelly-Lotman with Bluebird Ranch & Consulting, possibly May 20, 2025 due to full May 6 agenda
24. Public Correspondence
 - a. Statement read by Former Trustee Tilda Evans, at the April 09, 2025 Board Meeting
25. Adjournment

Possible Board Work Session may Follow Regular Meetings

Work Sessions are for the purpose of Board members informally receiving reports and discussing town business. No formal action shall occur at a work session. Any decisions proposed during a work session shall be approved at a subsequent board meeting in the appropriate manner.

NOTICE TO READERS: Town Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the Trustee's part as issues have been discussed by Trustees in workshop or committee meetings which are open to the public. **The Board of Trustees may take action on any of the agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.**

PUBLIC INVITED TO ATTEND: The Public will be limited to three minutes each unless prior arrangements have been made with the Town Clerk or Administrator. Town Trustees may not respond to your comments this evening, rather, they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up.