

AGENDA
BOARD OF TRUSTEES
DATE: February 4, 2025
Regular Meeting 6:00pm
Town Hall – 1010 High Street
Collbran, Colorado

The Public Is Encouraged To Attend

Zoom link available by contacting Town Hall prior to meeting.

1. Call to Order
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. The Town Board will make no decision nor take action, except to direct the Town Clerk or Attorney.
6. Approval of Minutes – January 7, 2025, and January 28, 2025
7. Approval of Monthly Financial Report – January 2025
8. Discussion of the Collbran auditorium – update and direction to staff and Asset Construction Management on move forward plan
9. Award of bid for Highway 330 valve project
10. Approval of task order 2504-00219-02 with KLJ for construction observation and observation of the Highway 330 valve project
11. Approval of Amendment 1 to task order 2404-00219-01 with KLJ for on-call services in the amount of \$10,000 extending the time to December 31, 2025, and accepting the 2025 rates.
12. Consideration of a recommendation from Ms. Judy Egbert, the Town's Designated Election Official, to waive the competitive bidding requirements of the Town's procurement code for printing the March 25, 2025, recall ballots and instead apply Collbran municipal code section 2.24.040(a) Sole source. Authorize the Town's designated election official, Ms. Judy Egbert, to coordinate with Fort Orange Press for design, printing and mailing of ballots. Note – The cost for printing and postage for 2024 general election ballots was \$2,917, postage costs have increased since then.
13. Update on Comprehensive and Three-Mile plan update from Stan Clauson Associates

14. Confirmation of Blair and Associates to perform the independent audit of the financial statements as of and for the year ended 12/31/24 at a fee of \$14,000 with direction for the Mayor to sign the letter of engagement
15. Attorney Wilson Scarbeary update –
 - a. Update on school waterline IGA
16. Monthly Staff Update: Questions
17. Trustee Informational and/or items for future agenda
18. Executive Session - The Board of Trustees may Enter into Executive Session pursuant to C.R.S. § 24-6-402(4)(f) for potential interviews with candidates, discussion of qualifications, and potential appointment of an interim Town Clerk/Treasurer
19. Possible motion to direct Town Attorney Wilson Scarbeary regarding appointment of interim Town Clerk/Treasurer
20. Direction to issue RFP for contracted grant management or technical assistance services
21. Public Correspondence
22. Upcoming Meeting Dates:
 - a. Proposed – February 18, 2025 – Special meeting for presentations and direction on 2025 discretionary funding
 - b. March 4, 2025 – Regular meeting
 - c. March 25, 2025 – Recall election
 - d. April 1, 2025 – Regular meeting
23. 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 on 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.

Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting - 6:00pm - January 7th, 2025

1. Call to order

2. Pledge of Allegiance

3. Roll Call

Present: Trustees Zentz, Evans, Winkleblack, Price, and Mayor Wilcox

Staff Present: Town Administrator Matarozzo, Finance Director Distel, Town Attorney Scarbeary (Via Zoom), and Admin Assistant Adams (Via Zoom)

4. Changes or Edits to the Agenda

MOTION: TRUSTEE WINKLEBLACK MOVED TO DISCUSS ITEM 15 AFTER ITEM 20; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

TRUSTEE WINKLEBLACK - YES

TRUSTEE ZENTZ - YES

TRUSTEE EVANS - YES

TRUSTEE PRICE - NO

MAYOR WILCOX - NO

MOTION PASSED

5. Person(s) Not On The Agenda

- A. Theresa Wilcox - requested a copy of the resolution regarding tap fees as she had paid tap fees in the past and would like to gain a better understanding. Mrs. Wilcox also stated that she would be contacting the Town Administrator directly to discuss other matters.

6. Approve Minutes - November 5, 2024 and December 3, 2024

MOTION: TRUSTEE EVANS MOVED TO APPROVE THE MINUTES FROM NOVEMBER 5TH, 2024 AND DECEMBER 3RD, 2024 AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

TRUSTEE PRICE- NO

TRUSTEE WINKLEBLACK - YES

TRUSTEE EVANS - YES

TRUSTEE ZENTZ - YES

MAYOR WILCOX - NO

MOTION PASSED

7. Approve Monthly Financial Report - December 2024

Trustee Price stated that she needs more than 24 hours to study her board packet and requested to have her packets available by the Friday before the meeting.

MOTION:TRUSTEE ZENTZ MOVED TO APPROVE THE DECEMBER 2024 EXPENDITURES AS PRESENTED; SECONDED BY TRUSTEE EVANS.

Vote Results:

TRUSTEE WINKLEBLACK - YES

TRUSTEE ZENTZ - YES

TRUSTEE EVANS - YES

TRUSTEE PRICE - NO

MAYOR WILCOX - NO

MOTION PASSED

8. Approval of Annual Liquor License Renewal - Collbran Cafe

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE LIQUOR LICENSE RENEWAL FOR THE COLLBRAN CAFE AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

TRUSTEE EVANS - YES

TRUSTEE ZENTZ - YES

TRUSTEE PRICE - YES

TRUSTEE WINKLEBLACK - YES

MAYOR WILCOX - YES

MOTION PASSED

9. Approval of Resolution No 1, Series 2025 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO REITERATING A REGULAR TIME AND DATE FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES AND A PERMANENT PLACE OF NOTICE.

There was much discussion among the Board. See Transcript for details.

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE RESOLUTION NO 1, SERIES 2025 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO REITERATING A REGULAR TIME AND DATE (1ST & 3RD TUESDAYS OF THE MONTH AT 6:00PM) FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES AND THE PERMANENT PLACE OF NOTICE BEING BOTH INSIDE AND OUTSIDE TOWN HALL (AND ON THE WEBSITE AS PREVIOUSLY MOTIONED.); SECONDED BY TRUSTEE WINKLEBLACK.

Vote Results:

TRUSTEE ZENTZ - YES

TRUSTEE PRICE - NO

TRUSTEE WINKLEBLACK - YES

TRUSTEE EVANS - YES

MAYOR WILCOX - YES

MOTION PASSED

10. Approval of Services Agreement with Judy Egbert of GovPro Consulting, LLC to provide Designated Election Official services in conjunction with the anticipated special recall election for the amount of \$7,000.00.

There was much discussion between Board Members, the public, and Town Hall Staff. See Transcript for details.

MOTION: TRUSTEE PRICE MOVED TO NOT HIRE GOVPRO CONSULTING SERVICES AND INSTEAD DIRECT THE CURRENT TOWN CLERK TO CONDUCT THE ELECTION; THIS MOTION WAS NOT SECONDED

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE SERVICES AGREEMENT WITH JUDY EGBERT OF GOVPRO CONSULTING, LLC TO PROVIDE DESIGNATED ELECTION OFFICIAL SERVICES IN CONJUNCTION WITH THE ANTICIPATED SPECIAL RECALL ELECTION FOR THE AMOUNT OF \$7, 000; SECONDED BY TRUSTEE EVANS.

Vote Results:

TRUSTEE PRICE - NO

TRUSTEE EVANS - YES

TRUSTEE WINKLEBLACK - YES

TRUSTEE ZENTZ - YES

MAYOR WILCOX - YES

MOTION PASSED

11. Approval of Resolution No 2, Series 2025 - A RESOLUTION OF THE TOWN OF COLLBRAN, COLORADO, CALLING FOR A SPECIAL RECALL ELECTION TO BE HELD ON MARCH 25, 2025

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE RESOLUTION NO. 2, SERIES 2025 - A RESOLUTION OF THE BOARD CALLING FOR A SPECIAL RECALL ELECTION TO BE HELD ON MARCH 25TH, 2025; SECONDED BY TRUSTEE WINKLEBLACK.

Vote Results:

TRUSTEE ZENTZ - YES

TRUSTEE WINKLEBLACK - YES

TRUSTEE PRICE - NO

TRUSTEE EVANS - YES

MAYOR WILCOX - YES

MOTION PASSED

12. Direction of Board Regarding Steps for Approval of IGA with PV School District Regarding School Waterline

The Board directed Town Attorney Scarbeary to move forward with negotiations with the School District's attorney for the school waterline and to bring the final contract to the Board for review.

13. Direction of Board Regarding steps for awarding discretionary funds from 2025 budget

Trustee Evans suggested starting Discretionary Fund presentations on the 3rd Tuesday of this month, January 21st, starting at 6pm.

14. Review 2024 Mesa County Sheriff's Office Report

There was discussion among the Board and Staff. See Transcript for details.

15. The Board of Trustees will Enter into Executive Session pursuant to C.R.S. §24-6-402(4)(f) for discussion regarding personnel matters of the Town Manager - *MOVED TO BE DISCUSSED AFTER ITEM 20.

SEE ITEM 15 LATER IN MINUTES.

16. Possible Motion Regarding Personnel Matters Regarding the Town Manager

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE TOWN ADMINISTRATOR'S SEPARATION AGREEMENT AS PRESENTED; SECONDED BY TRUSTEE EVANS.

Vote Results:

Town of Collbran
Board of Trustees
Meeting Minutes - 01.07.25

TRUSTEE WINKLEBLACK - YES

TRUSTEE EVANS - YES

TRUSTEE ZENTZ - YES

TRUSTEE PRICE - ABSENT; LEFT MEETING DURING EXECUTIVE SESSION

MAYOR WILCOX - YES

MOTION PASSED

17. Attorney Wilson Scarbeary update

Mr. Scarbeary provided updates to the Board.

- a. PVS waterline - Mr. Scarbeary is currently working with Karla and the school administration and attorney. He anticipates having an IGA completed by the end of the week that will be presented at the February meeting.
- b. Optimus Settlement - Mr. Scarbeary has sent the settlement proposal to Mr. McGowan both via email and regular mail. There has been no response.

18. Monthly Staff Update: Questions

Mayor Wilcox mentioned that the School offered to reimburse the Town for half of the costs that were required for the grant presentation in Wray last year.

Mayor Wilcox asked about the 2015 Durango, The Board and staff confirmed that it was declared as surplus. No further action regarding the vehicle has been taken.

Mayor Wilcox inquired about Christmas decor and budgets.

See transcript for details.

19. Trustee Informational and/or items for future agenda

20. Public Correspondence

15. The Board of Trustees will Enter into Executive Session pursuant to C.R.S. §24-6-402(4)(f) for discussion regarding personnel matters of the Town Manager

MOTION: TRUSTEE EVANS MOVED TO ENTER INTO EXECUTIVE SESSION PURSUANT TO C.R.S. §24-6-402(4)(f); SECONDED BY TRUSTEE WINKLEBLACK.

Vote Results:

TRUSTEE ZENTZ - YES

TRUSTEE WINKLEBLACK - YES

TRUSTEE PRICE - NO

TRUSTEE EVANS - YES

MAYOR WILCOX - NO

MOTION PASSED

E SESSION ENTERED AT 7:11PM

Note: Trustee Price left during the Executive Session.

21. Upcoming Meeting Dates

Trustee Evans suggested calling a special meeting sooner than later

22. Adjournment

MOTION: TRUSTEE EVANS MOVED TO ADJOURN; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

TRUSTEE WINKLEBLACK -YES

TRUSTEE ZENTZ - YES

TRUSTEE PRICE - ABSENT

TRUSTEE EVANS - YES

MAYOR WILCOX - YES

MOTION PASSED

MEETING ADJOURNED AT 8: 10 PM.

Approved

Attest

Town of Collbran Board of Trustees Meeting Minutes

Special Meeting - 6:00pm - January 28th, 2025

1. Call to order
2. Pledge of Allegiance
3. Roll Call

Present: Trustees Winkleblack, Price, and Mayor Wilcox (Trustee Evans attended via Zoom, missed early part of meeting).

Staff Present: Finance Director Distel and Town Attorney Scarbeary (Via Zoom)

4. Changes or Edits to the Agenda - None
5. Person(s) Not On The Agenda
 - A. Mark McGowan – Mr. McGowan spoke to his in-town fiber network and speeds.
6. The Board of Trustees will Enter into Executive Session pursuant to C.R.S. §24-6-402(4)(f) for the discussion of qualifications and potential appointment of an interim town clerk and treasurer

MOTION TO ENTER INTO AN EXECUTIVE SESSION PURSUANT TO C.R.S. §24-6-402(4)(f) FOR THE DISCUSSION OF QUALIFICATIONS AND POTENTIAL APPOINTMENT OF AN INTERIM TOWN CLERK/TREASURER WAS MADE BY TRUSTEE WINKLEBLACK AND SECONDED BY TRUSTEE PRICE.

Vote Results:

TRUSTEE WINKLEBLACK - YES

TRUSTEE PRICE - YES

MAYOR WILCOX - YES

MOTION PASSED

THE BOARD WENT INTO EXECUTIVE SESSION AT 6:25 PM

NOTE: TRUSTEE EVANS JOINED THE EXECUTIVE SESSION VIA ZOOM.

RESUMPTION OF REGULAR MEETING AT 8:35 PM

15. MOTION: A MOTION TO OFFER DUSTIE COLELLA A TEMPORARY/90-DAY POSITION AS INTERIM TOWN CLERK/TREASURER IN THE AMOUNT OF \$30 PER HOUR UNDER AND EMPLOYMENT CONTRACT AND \$40 PER HOUR AS A CONTRACTOR WITH DIRECTION TO TOWN ATTORNEY WILSON SCARBEARY TO NEGOTIATE AN AGREEMENT WAS MADE BY MAYOR WILCOX AND SECONDED BY TRUSTEE PRICE. MOTION WAS AMENDED TO INCLUDE PENDING SATISFACTORY REFERENCE CHECKS.

Vote Results:

TRUSTEE WINKLEBLACK - YES

TRUSTEE PRICE - YES

TEUSTEE EVANS - YES

MAYOR WILCOX - YES

MOTION PASSED

E SESSION ENTERED AT 7:11PM

7. Adjournment

MEETING ADJOURNED AT 8: 10 PM.

Approved

Attest

DRAFT

**Town of Collbran
Finance Transmittal Sheet
January 2025**

Accounts Payable Invoices:		
See attached payment approval report	\$	467,177.58
Debit card charges:		
December 2024 (detail only, summary provided last mont)		
January 2025 (detail to be provided next month)	8,787.90	Includes recurring utility payments (Black Hills Energy, Grand Valley Power, etc)
Payroll checks and transmittals	<u>89,084.77</u>	
Total Disbursements	<u>\$ 565,050.25</u>	
Receipts:		
Water & sewer	\$	32,340.08
Main operating account		150,792.70
Interest earned	<u>12,000.00</u>	estimated
Total Receipts	<u>\$ 195,132.78</u>	
Net cash flow	<u>\$ (369,917.47)</u>	
Cash/Investment Account Balances as of 12/31/24		
Grand Valley Bank Operating	\$	119,861.88
Grand Valley Bank Utility		210,975.23
Grand Valley Bank Money Market		1,605,238.96
Grand Valley Bank Debit Card		12,820.91
ColoTrust		1,381,632.69
CSAFE		<u>941,106.18</u>
Total	<u>\$</u>	<u>4,271,635.85</u>

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
APEIRON UTILITY CONSTRUCTION LLC								
822	APEIRON UTILITY CONSTRUCTION LL	18243	RETAINAGE: BROADBAND CONSTRUCT	01/04/2025	32,571.24	32,571.24	01/14/2025	
822	APEIRON UTILITY CONSTRUCTION LL	18244	BROADBAND: SPLICING AND TESTING	01/14/2025	5,644.00	5,644.00	01/14/2025	
Total APEIRON UTILITY CONSTRUCTION LLC:					38,215.24	38,215.24		
ASBESTOS PROFESSIONALS								
866	ASBESTOS PROFESSIONALS	24-0249.2	AUDITORIUM: ABATEMENT PROGRESS	01/29/2025	246,777.37	246,777.37	01/31/2025	
866	ASBESTOS PROFESSIONALS	24-0249PH1	AUDITORIUM: PHASE I CLEANUP THRO	12/31/2024	51,539.72	51,539.72	01/24/2025	
Total ASBESTOS PROFESSIONALS:					298,317.09	298,317.09		
ASSET ENGINEERING LIMITED								
858	ASSET ENGINEERING LIMITED	AUD PAY APP	AUDITORIUM: PAY APP 6 THROUGH 013	01/31/2025	62,343.04	62,343.04	01/31/2025	
858	ASSET ENGINEERING LIMITED	AUD PAY APP	RETAINAGE: PAY APP 6 THROUGH 0113	01/31/2025	3,117.16-	3,117.16-	01/31/2025	
Total ASSET ENGINEERING LIMITED:					59,225.88	59,225.88		
ASSOC. GOVERNMENTS OF NW COLOR								
107	ASSOC. GOVERNMENTS OF NW COL	2790	ADMIN: 2025 MEMBERSHIP	01/02/2025	600.00	600.00	01/14/2025	
Total ASSOC. GOVERNMENTS OF NW COLOR:					600.00	600.00		
BUD'S SIGNS AND NEON								
434	BUD'S SIGNS AND NEON	124985	PW: SAFETY ATTIRE	12/17/2024	81.00	81.00	01/07/2025	
Total BUD'S SIGNS AND NEON:					81.00	81.00		
CENTRAL SERVICE LLC								
137	CENTRAL SERVICE LLC	7561	PW: REPAIR AND MTCE 1990 FORD RAN	01/17/2025	496.50	496.50	01/31/2025	
Total CENTRAL SERVICE LLC:					496.50	496.50		
CHAMBERLIN ARCHITECTS								
719	CHAMBERLIN ARCHITECTS	AUDITORIUM	AUDITORIUM: CONSTRUCTION ADMINI	12/10/2024	805.61	805.61	01/14/2025	
Total CHAMBERLIN ARCHITECTS:					805.61	805.61		
CIRSA								
144	CIRSA	2025 CSWAMP	ADMIN: USEFUL PUBLIC SERVICE ASSI	01/29/2025	6.54	6.54	01/28/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY/CASUALTY INSURANC	01/01/2025	11,584.68	11,584.68	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	4,040.00	4,040.00	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	858.00	858.00	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	890.00	890.00	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	2,002.00	2,002.00	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	491.00	491.00	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	486.00	486.00	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	9,622.00	9,622.00	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	1,615.00	1,615.00	01/07/2025	
144	CIRSA	250016 - MEM	2025 PROPERTY AND CASUALTY INSUR	01/01/2025	410.00	410.00	01/07/2025	
144	CIRSA	INV1000966	ADMIN: VOLUNTEER COVERAGE	01/28/2025	24.80	24.80	01/28/2025	
Total CIRSA:					32,030.02	32,030.02		
CITY OF GRAND JUNCTION								
213	CITY OF GRAND JUNCTION	2024-0007357	WATER: TESTING	12/31/2024	207.90	207.90	01/24/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CITY OF GRAND JUNCTION:					207.90	207.90		
COLLBRAN AUTO AND TRUCK PARTS								
290	COLLBRAN AUTO AND TRUCK PARTS	STMT 1945 12	PW: FILTER AND OIL 749633	12/31/2024	61.33	61.33	01/07/2025	
290	COLLBRAN AUTO AND TRUCK PARTS	STMT 1945 12	PW: AIR FILTER 749638	12/31/2024	93.99	93.99	01/07/2025	
290	COLLBRAN AUTO AND TRUCK PARTS	STMT 1945 12	PW: OIL FILTER 749644	12/31/2024	22.63	22.63	01/07/2025	
Total COLLBRAN AUTO AND TRUCK PARTS:					177.95	177.95		
Collbran Storage LLC								
847	Collbran Storage LLC	1112	STORAGE: RENT OF STORAGE UNIT G,	01/27/2025	840.00	840.00	01/31/2025	
Total Collbran Storage LLC:					840.00	840.00		
COLLBRAN SUPPLY								
153	COLLBRAN SUPPLY	STMT 123124	ADMIN: EVENTS CHRISTMAS DECORATI	12/31/2024	127.47	127.47	01/07/2025	
153	COLLBRAN SUPPLY	STMT 123124	SEWER: SUPPLIES MOUSE TRAP	12/31/2024	4.99	4.99	01/07/2025	
153	COLLBRAN SUPPLY	STMT 123124	ADMIN: EVENTS DECORATIONS CHRIS	12/31/2024	25.98	25.98	01/07/2025	
153	COLLBRAN SUPPLY	STMT 123124	WATER: REPAIRS BATTERIES	12/31/2024	15.98	15.98	01/07/2025	
Total COLLBRAN SUPPLY:					174.42	174.42		
COLORADO ANALYTICAL LABORATORIES								
846	COLORADO ANALYTICAL LABORATOR	241024031	WATER TESTING:	11/07/2024	490.00	490.00	01/14/2025	
846	COLORADO ANALYTICAL LABORATOR	241107007	WATER: TESTING	11/14/2024	120.00	120.00	01/14/2025	
846	COLORADO ANALYTICAL LABORATOR	250116073	WATER: TESTING	01/31/2025	340.00	340.00	01/31/2025	
Total COLORADO ANALYTICAL LABORATORIES:					950.00	950.00		
COLORADO CONCRETE ACCESSORIES								
826	COLORADO CONCRETE ACCESSORI	91336	REISSUE CHECK	11/25/2024	83.01	83.01	01/07/2025	
Total COLORADO CONCRETE ACCESSORIES:					83.01	83.01		
COLORADO MUNICIPAL LEAGUE								
150	COLORADO MUNICIPAL LEAGUE	2025 MEMBER	2025 MEMBERSHIP	01/01/2025	429.00	429.00	01/07/2025	
Total COLORADO MUNICIPAL LEAGUE:					429.00	429.00		
COLORADO RURAL WATER ASSOCIATI								
161	COLORADO RURAL WATER ASSOCIA	3069	2025 MEMBERSHIP	01/01/2025	215.00	215.00	01/07/2025	
Total COLORADO RURAL WATER ASSOCIATI:					215.00	215.00		
COMMUNITY COUNTS OF COLORADO								
507	COMMUNITY COUNTS OF COLORADO	7103	2025 MEMBERSHIP DUES	01/07/2025	100.00	100.00	01/07/2025	
Total COMMUNITY COUNTS OF COLORADO:					100.00	100.00		
CUSTOMER REFUNDS								
396	CUSTOMER REFUNDS	CR BAL REF 5	REFUND CREDIT BALANCE ACCT 517.04	01/07/2025	50.08	50.08	01/07/2025	
396	CUSTOMER REFUNDS	CR BAL REF 5	REFUND CREDIT BALANCE ACCT 187.02	01/07/2025	37.89	37.89	01/07/2025	
396	CUSTOMER REFUNDS	REFUND DEP	REFUND	01/07/2025	50.00	50.00	01/07/2025	
396	CUSTOMER REFUNDS	REFUND DEP	REFUND	01/07/2025	1.04	1.04	01/07/2025	
396	CUSTOMER REFUNDS	REFUND DEP	REFUND	01/07/2025	50.00	50.00	01/07/2025	
396	CUSTOMER REFUNDS	REFUND DEP	REFUND	01/07/2025	1.03	1.03	01/07/2025	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total CUSTOMER REFUNDS:					190.04	190.04		
GOLD SUPPLIES INC.								
505	GOLD SUPPLIES INC.	2799	PW: SUPPLIES GLOVES AND DEGREAS	01/06/2025	1,998.70	1,998.70	01/07/2025	
Total GOLD SUPPLIES INC.:					1,998.70	1,998.70		
GRAND VALLEY POWER								
223	GRAND VALLEY POWER	4134	BROADBAND: 2025 JOINT USE POLE RE	01/01/2025	813.61	813.61	01/14/2025	
Total GRAND VALLEY POWER:					813.61	813.61		
IRONEDGE GROUP								
563	IRONEDGE GROUP	IEG-52239	ADMIN: COMPUTER NETWORKING JAN	01/01/2025	999.84	999.84	01/07/2025	
Total IRONEDGE GROUP:					999.84	999.84		
KLJ ENGINEERING LLC								
784	KLJ ENGINEERING LLC	10219209	ENGINEERING: HOOSIER DITCH	12/23/2024	1,356.00	1,356.00	01/24/2025	
784	KLJ ENGINEERING LLC	10220209	ENGINEERING: SCHOOL WATERLINE	01/15/2025	3,686.00	3,686.00	01/24/2025	
Total KLJ ENGINEERING LLC:					5,042.00	5,042.00		
LAND TITLE GUARANTEE CO.								
531	LAND TITLE GUARANTEE CO.	GJ-8543	TITLE POLICY - R&B SHOP PROPERTY F	12/17/2024	1,895.00	1,895.00	01/24/2025	
Total LAND TITLE GUARANTEE CO.:					1,895.00	1,895.00		
LOCO INC.								
204	LOCO INC.	12006-30150 S	PUB. WKS.: FUEL	01/22/2025	373.93	373.93	01/28/2025	
204	LOCO INC.	12006-30150 S	FUEL TAX EXPENSE	01/22/2025	25.12	25.12	01/28/2025	
204	LOCO INC.	STMT 12006-3	PW: FUEL	12/31/2024	707.64	707.64	01/07/2025	
204	LOCO INC.	STMT 12006-3	FUEL TAX EXPENSE	12/31/2024	48.65	48.65	01/07/2025	
Total LOCO INC.:					1,155.34	1,155.34		
P.V. HISTORICAL PRESERVATION SOCIETY								
663	P.V. HISTORICAL PRESERVATION SOC	2024 DISCRET	ADMIN: 2024 DISCRETIONARY FUNDS A	12/31/2024	500.00	500.00	01/24/2025	
Total P.V. HISTORICAL PRESERVATION SOCIETY:					500.00	500.00		
SIPA								
724	SIPA	10270	ADMIN: GOOGLE WORKSPACE LICENS	01/01/2025	2,290.72	2,290.72	01/07/2025	
Total SIPA:					2,290.72	2,290.72		
STAN CLAUSON ASSOCIATES INC								
841	STAN CLAUSON ASSOCIATES INC	9225	COMP PLAN WORK COMPLETED THRO	01/13/2025	9,832.31	9,832.31	01/14/2025	
Total STAN CLAUSON ASSOCIATES INC:					9,832.31	9,832.31		
TJL COPY PRODUCTS								
526	TJL COPY PRODUCTS	TJL49768	ADMIN: COPIER MAINTENANCE CONTR	01/09/2025	393.72	393.72	01/14/2025	
Total TJL COPY PRODUCTS:					393.72	393.72		

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Town of Collbran Petty Cash								
711	Town of Collbran Petty Cash	010725 RECO	ADMIN: EVENTS DRY CLEAN TABLECLO	01/07/2025	39.98	39.98	01/07/2025	
Total Town of Collbran Petty Cash:					39.98	39.98		
USA BLUE BOOK								
367	USA BLUE BOOK	INV00522127	WATER: SUPPLIES	10/23/2024	200.82	200.82	01/14/2025	
367	USA BLUE BOOK	INV00583894	WATER: TESTING CHEMICALS	01/06/2025	1,877.55	1,877.55	01/14/2025	
Total USA BLUE BOOK:					2,078.37	2,078.37		
VALLEY RANCH SUPPLY								
374	VALLEY RANCH SUPPLY	STMT 122624	PW: SUPPLIES DEF FLUID	12/26/2024	15.99	15.99	01/07/2025	
Total VALLEY RANCH SUPPLY:					15.99	15.99		
WASATCH SURVEYING								
868	WASATCH SURVEYING	12843	SURVEY: SCHOOL WATERLINE LINE TO	01/30/2025	2,396.00	2,396.00	01/31/2025	
Total WASATCH SURVEYING:					2,396.00	2,396.00		
WHITEWATER BUILDING MATERIALS								
561	WHITEWATER BUILDING MATERIALS	321133	PW: SPRING STREET SIDEWALK	11/20/2024	1,344.34	1,344.34	01/07/2025	
Total WHITEWATER BUILDING MATERIALS:					1,344.34	1,344.34		
WILSON WILLIAMS FELLMAN DITTMAN								
857	WILSON WILLIAMS FELLMAN DITTMAN	1229	ADMIN: GENERAL COUNSEL DECEMBE	12/31/2024	1,507.50	1,507.50	01/07/2025	
857	WILSON WILLIAMS FELLMAN DITTMAN	1229	ADMIN: LEGAL SCHOOL WATERLINE PR	12/31/2024	1,735.50	1,735.50	01/07/2025	
Total WILSON WILLIAMS FELLMAN DITTMAN:					3,243.00	3,243.00		
Grand Totals:					467,177.58	467,177.58		

Report Criteria:

Including transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - Debit Card Charges GVB (CD112)						
12/02/2024	1	Admin - Adobe Pro License finance laptop	10-00-4338	Dues & Subscriptions	239.88	
12/03/2024	2	Turboscribe - AI transcription software - Bo	10-00-4348	Computer/Network Services	20.00	
12/04/2024	3	Mesa County - water sampling	51-00-4353	Professional Water	25.00	
12/04/2024	4	CenturyLink - PW Shop - telephone	10-30-4398	Utilities Public Works	59.28	
12/04/2024	5	CenturyLink - Town Hall - telephone	10-00-4398	Utilities	207.56	
12/04/2024	6	CenturyLink - Taxes, fees & surcharges	10-00-4355	License, Fees & Permits	27.70	
12/04/2024	7	CenturyLink - Sewer Plant - telephone	52-00-4398	Utilities Sewer	42.50	
12/04/2024	8	CenturyLink - Springs Pump Station - telep	51-00-4397	Utilities Springs Pump Station	42.50	
12/04/2024	9	CenturyLink - Water Plant - telephone	51-00-4398	Utilities Water	42.50	
12/04/2024	10	CenturyLink - WaterPlant - internet	51-00-4398	Utilities Water	64.95	
12/04/2024	11	CenturyLink - Water - taxes, fees & surchar	51-00-4355	License, Fees & Permits Water	13.85	
12/04/2024	12	CenturyLink - Sewer - taxes, fees & surcha	52-00-4355	License, Fees & Permits Sewer	4.62	
12/05/2024	13	Black Hills Energy - Auditorium	10-60-4398	Utilities Auditorium	13.89	
12/05/2024	14	Black Hills Energy - Shop	10-30-4398	Utilities Public Works	263.63	
12/05/2024	15	Black Hills Energy - Library	10-10-4398	Utilities Library	131.82	
12/05/2024	16	Black Hills Energy - Water Treatment	51-00-4398	Utilities Water	228.39	
12/05/2024	17	Black Hills Energy - Town Hall	10-00-4398	Utilities	171.13	
12/10/2024	18	Admin - Zoom Cloud recording	10-00-4348	Computer/Network Services	10.73	
12/11/2024	19	PW - Safety attire patches on sweatshirts	10-30-4353	Professional Public Works	121.50	
12/12/2024	20	UPS - Water - Water Sampling shipping	51-00-4310	Postage & Freight Water	17.73	
12/16/2024	21	AT&T Premier - PW cell phone	10-30-4398	Utilities Public Works	92.64	
12/18/2024	22	GVP - Springs Pump Station	51-00-4397	Utilities Springs Pump Station	432.25	
12/18/2024	23	GVP - Gandhi Park	10-50-4398	Utilities Parks	139.24	
12/18/2024	24	GVP - Water Plant	51-00-4398	Utilities Water	149.79	
12/18/2024	25	GVP - Sewer Plant	52-00-4398	Utilities Sewer	2,064.19	
12/18/2024	26	GVP - PV School Lift Station	52-01-4398	Utilities School Lift Station	61.76	
12/18/2024	27	GVP - Town Hall	10-00-4398	Utilities	272.16	
12/18/2024	28	GVP - Fairgrounds	10-54-4398	Utilities Fairgrounds	76.58	
12/18/2024	29	GVP - Plateau Creek Light	10-30-4397	Utilities Street Lights	42.55	
12/18/2024	30	GVP - Library	10-10-4398	Utilities Library	93.44	
12/18/2024	31	GVP - Auditorium	10-60-4398	Utilities Auditorium	49.22	
12/18/2024	32	GVP - Public Works Shop	10-30-4398	Utilities Public Works	110.87	
12/18/2024	33	GVP- Gandhi Park CNL	10-08-4398	Utilities - BB	31.50	
12/18/2024	34	GVP - Terrell Park	10-50-4397	Utilities Terrell Park	32.07	
12/18/2024	35	GVP - Street Lights	10-30-4397	Utilities Street Lights	326.54	
12/18/2024	36	GVP - Terrell PK Yard Lights	10-50-4397	Utilities Terrell Park	21.82	
12/18/2024	37	GVP - Spring Streets Lights	10-30-4397	Utilities Street Lights	21.82	
12/18/2024	38	GVP- Gandhi Park Pumphouse	51-00-4398	Utilities Water	68.71	
12/23/2024	39	Republic Services - trash disposal -PW	10-30-4398	Utilities Public Works	276.69	
12/23/2024	40	Admin - Office Depot - office supplies	10-00-4314	Operating Supplies	104.65	
12/23/2024	41	Admin - Office Depot - office supplies	10-00-4314	Operating Supplies	52.49	
12/23/2024	42	Admin - Otter Pro subscription	10-00-4348	Computer/Network Services	99.99	
12/24/2024	43	Admin - Amazon, office supplies (envelope	10-00-4314	Operating Supplies	57.23	
12/24/2024	44	Admin - Amazon, office supplies (envelope	10-00-4314	Operating Supplies	213.58	
12/26/2024	45	Town of Collbran - Water - Mothers Park	10-50-4398	Utilities Parks	12.29	
12/26/2024	46	Town of Collbran - Water-Sewer - Town Ha	10-00-4398	Utilities	55.35	
12/26/2024	47	Town of Collbran -Water-Sewer - Collbran	10-10-4398	Utilities Library	58.02	
12/26/2024	48	Town of Collbran - Water-Sewer - Terrell P	10-50-4397	Utilities Terrell Park	50.08	
12/26/2024	49	Town of Collbran Water-Sewer - Terrell Pa	10-50-4397	Utilities Terrell Park	12.29	
12/26/2024	50	Town of Collbran -Water-Sewer - Fairgroun	10-54-4398	Utilities Fairgrounds	73.58	
12/26/2024	51	Town of Collbran -Water-Sewer -Auditoriu	10-60-4398	Utilities Auditorium	50.08	
12/26/2024	52	Town of Collbran - Water -Lilac Park	10-50-4398	Utilities Parks	12.35	
12/26/2024	53	Town of Collbran -Water - Women's Memo	10-50-4398	Utilities Parks	12.29	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - Debit Card Charges GVB (CD112) (continued)						
12/26/2024	54	Town of Collbran Water-Sewer - Public Wo	10-30-4398	Utilities Public Works	59.90	
12/26/2024	55	Town of Collbran - Water - Gandi Park pu	51-00-4398	Utilities Water	12.30	
12/27/2024	56	Admin - Amazon, office supplies (calendar	10-00-4311	Office Supplies	84.97	
12/31/2024	57	Terminix - water plant - maintenance	51-00-4367	Repairs & Maint. Water Treatme	45.00	
12/31/2024	58	December debit card charges	01-00-1025	GVB - Debit Card	.00	7,179.44-
Total CASH DISBURSEMENTS - Debit Card Charges GVB (CD112):					<u>7,179.44</u>	<u>7,179.44-</u>
References: 58 Transactions: 58						
Total 01/02/2024:					<u>7,179.44</u>	<u>7,179.44-</u>
Grand Totals:					<u>7,179.44</u>	<u>7,179.44-</u>

Report Criteria:

Includes the following check types:
 Manual, Payroll, Supplemental, Termination, Transmittal
 Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
01/04/2025	CDPT	01/07/2025	4110855	CCOERA	8	Retirement CCOERA (taxed volunt	01-00-1024	2,537.62-
01/04/2025	PC	01/10/2025	2025000	Adams, Jenni L.	141		01-00-1024	902.98-
01/04/2025	PC	01/10/2025	2025000	Distel, Karla Jean	129		01-00-1024	938.98-
01/04/2025	PC	01/10/2025	2025000	Matarozzo, Melonie A.	123		01-00-1024	2,634.63-
01/04/2025	PC	01/10/2025	2025000	Nichols, Michael A.	121		01-00-1024	1,606.87-
01/04/2025	PC	01/10/2025	2025000	Vig, Michael A.	142		01-00-1024	997.51-
01/04/2025	PC	01/10/2025	2025000	White, Rory C.	126		01-00-1024	1,403.15-
01/18/2025	PC	01/13/2025	2025000	Adams, Jenni L.	141		01-00-1024	528.21-
01/18/2025	PC	01/13/2025	2025000	Matarozzo, Melonie A.	123		01-00-1024	4,279.64-
01/18/2025	PC	01/21/2025	1565	Matarozzo, Melonie A.	123		01-00-1024	32,845.41-
01/18/2025	PC	01/24/2025	2025000	Distel, Karla Jean	129		01-00-1024	938.98-
01/18/2025	PC	01/24/2025	2025000	Nichols, Michael A.	121		01-00-1024	1,677.59-
01/18/2025	PC	01/24/2025	2025000	Vig, Michael A.	142		01-00-1024	1,119.11-
01/18/2025	PC	01/24/2025	2025000	West, Donya R.	127		01-00-1024	427.31-
01/18/2025	PC	01/24/2025	2025000	White, Rory C.	126		01-00-1024	1,403.15-
01/18/2025	CDPT	01/28/2025	4110855	AFLAC	11	Supplemental Insurance C/SD Ins	01-00-1024	175.62-
01/18/2025	CDPT	01/28/2025	4110855	CCOERA	8	Retirement CCOERA (taxed volunt	01-00-1024	2,890.94-
01/18/2025	CDPT	01/28/2025	4110855	COLORADO EMPLOYEE BENEFI	15	Employer Paid Life Pay Period: 1/1	01-00-1024	7,045.58-
01/18/2025	CDPT	01/28/2025	4110855	EFTPS	13	tax deposit Federal Withholding Ta	01-00-1024	21,797.49-
12/21/2024	CDPT	01/28/2025	4110855	COLORADO DEPARTMENT OF R	2	State Withholding Tax State Withh	01-00-1024	2,934.00-
Grand Totals:								<u>89,084.77-</u>
								<u>20</u>

To: Collbran Board of Trustees

From: Karla Distel, Finance Manager

Date: February 4, 2025

Re: Collbran Auditorium

This report is intended to give you an update on the status of the Collbran Auditorium and request your direction regarding the resumption of the renovation work.

As you recall, the Town is a recipient of a \$855,040 Community Development Block Grant (CDBG) for renovation of the Auditorium, a \$200,000 contribution from Mesa County toward the project, and received a private, anonymous donation of \$49,000 for the auditorium. We began the renovation in July 2024, but in October 2024, we discovered previously unidentified asbestos containing materials (ACMs) in the exterior roof and siding as the demolition of those areas was underway. Due to the quantity of the materials that had already been removed, as well as the remaining materials that now needed to be removed under controlled conditions, work on the renovation stopped and we entered a state permitting process and contract with a qualified abatement firm, Asbestos Professionals, to clean up the materials already on the site and remove the remaining roofing and siding. The cost for that additional asbestos abatement was nearly \$460,000 and is approximately 65% complete, with the remaining work expected to be done by the end of the February. As we approach the end of this abatement process, we need the Board's direction as to how to proceed.

Our CM/GC, Asset Construction Management, has prepared the attached comparisons of costs for four different options: 1) complete the abatement and demo the building, leaving the site clean but empty, 2) complete the abatement and finish the renovation as it was originally scoped, 3) complete the abatement and finish with some requested additions and features and 4) complete the abatement and leave the building standing but unfinished.

Options #1 and #4, which would complete the abatement and then either leave the building in place but unfinished or demolish it, both have a lower overall cost, but because the Town would not receive any grant funds if either of those options were chosen, the cost to the Town ultimately is higher, at approximately \$1.3 million (to demo the building) or \$1.05 million (to leave it in place, unfinished). While we felt it was necessary to bring you option #4, the abate and terminate option (leaving the building unfinished), we do not recommend it. The unfinished building would be structurally unsound and would probably need demolished in a few years regardless. The abate and demo option #1 would leave the site clean but empty.

As noted in some of our previous discussions, previous estimates for a 5,500 square foot new build on that site would be a minimum of \$1.5 million, possibly much more ($\$300/\text{square foot} \times 5,500 = \1.65 million). Additionally, the Town would need to find new funding for the building, since the existing grant was only for renovation of the existing facility. Most of the DOLA grants require a 50% match, so the Town would need to come up with at least \$825,000 or more to construct a new building, and that does not include a factor for ongoing construction cost escalations.

Options #2 and #3 propose completing the abatement and then resuming the renovation, either as originally scoped and contracted or with a few high-priority upgrades that the Board has already considered. Although it is more expensive to complete the building than to demo it, because the Town will remain eligible for grant funding, the bottom-line cost to the Town to complete the project is actually less than if the building were demo'ed, plus the Town will retain and preserve a historical community center.

Additional contract costs

Asbestos Abatement - At this point, we are on budget for the contracted amount of \$460,000. Of that, we have been billed an initial progress payment of \$51,539.72 and a second progress payment of \$246,777.37 (both of those are on the payment approval list for January that is in your packet), leaving a balance to be paid of \$160,632.28.

Additional construction costs and allowance - Through the end of January, we have paid Asset Construction Management \$494,657.71 for the work they have completed and for materials like structural steel, roofing and siding, and windows that have been received and are in storage. The balance of the original contract is \$891,977.39.

Because of the approximately 4-month delay caused by the abatement process, there are additional costs that have been or will be incurred by Asset Construction Management due to the delay, primarily related to the extra time (approximately 16 weeks) that they will have to assign their personnel to the project. There are also some extra costs associated with equipment that was kept on site until it was able to be cleaned and then removed, and a small amount of savings related to the remaining roof demo that will be completed by the abatement team instead of the construction team. In total, those costs are \$125,388.59, as shown on the attached Change Order Request (COR) #6. If approved, Asset Construction Management has agreed to request these funds only as needed and authorized by the architect. In other words, if the Asset team is able to complete the project in an additional 14 weeks after the site is returned to them instead of the 16 weeks projected, then they will only apply for 14 weeks of added general conditions.

Schedule

We anticipate the abatement will be completed by the end of February. At that time, Asset Construction Management will remobilize to the site and resume the renovation. Assuming they are able to resume around the week of February 24, 2025, they expect to be complete with all aspects of work around the end of June 2025/early July 2025.

Extra Project Items/Owner Additions

Last fall, we discussed several priority additions to the scope of the project that we felt would add to either the appearance or functionality of the building that were not included in the original scope of the project:

- Re-do the west canopy roof and replace the siding on east side – estimated cost \$25,000
- ADA restroom upgrades – estimated cost \$57,000
- Stainless steel prep/utility sink – estimated cost \$15,000
- Refinish the wood floor – estimated cost \$30,000

These costs total about \$127,000, plus there may be some additional design and engineering fees related to the restrooms (a preliminary estimate would be about \$10,000). You may remember that the Plateau Valley Historical Preservation Society has pledged about \$20,000 toward the floor refinishing, if it is completed. The Board has already indicated that upgrading the restrooms, if feasible, is a high-priority upgrade.

Budget Implications:

When the Board adopted the 2025 budget on December 3, 2024, we had included \$1,090,604 in the 2025 budget as a line-item specifically for auditorium remodel and placed an additional \$600,000 in an auditorium budget allowance/contingency in 2025 for the extra costs related to the abatement and delay. If the Board decides to proceed with either of the demo options, no budget modifications are necessary, since the remaining costs fall within the budgeted line-item expenditure amount and the grant revenues that are budgeted for would simply not be collected.

If you decide to move forward with the renovation, as originally scoped, then you would need to transfer funds from the \$600,000 contingency into the renovation line item. If you decide to proceed with option #2, finish with scope as originally designed, then I would recommend that you transfer \$415,000 from the contingency to the line item. If you decide to do the additional work, then I would recommend that you transfer \$552,000.

Motions and actions necessary to proceed:

Option #2 - If you decide to proceed with Option #2, complete abatement and complete renovation project as originally scoped, a suggested motion would be:

I MOVE THAT WE COMPLETE THE ABATEMENT AND RENOVATION OF THE COLLBRAN AUDITORIUM WITH A REVISED NOT-TO-EXCEED CONTRACT WITH ASSET CONSTRUCTION MANAGEMENT IN THE AMOUNT OF \$1,487,290.80 AND AUTHORIZE THE MAYOR TO SIGN CHANGE ORDER #2 AND, FURTHER, THAT THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN DIRECT THE TOWN CLERK/TREASURER TO TRANSFER \$415,000 FROM THE 2025 BUDGET CONTINGENCY FOR THE AUDITORIUM TO THE BUDGET LINE ITEM FOR AUDITORIUM CONSTRUCTION.

Option #3 – If you decide to proceed with Option #3, complete abatement and complete the renovation project with additional work, I recommend that you approve each additional project addition via a separate motion, as follows:

- 1) I MOVE THAT WE INCREASE THE AUDITORIUM PROJECT BUDGET IN THE AMOUNT OF \$25,000 FOR PURPOSES OF ADDING CANOPY ROOF & SIDING UPGRADES***
- 2) I MOVE THAT WE INCREASE THE AUDITORIUM PROJECT BUDGET IN THE AMOUNT OF \$57,000 FOR PURPOSES OF COMPLETING ADA RESTROOM UPGRADES***
- 3) I MOVE THAT WE INCREASE THE AUDITORIUM PROJECT BUDGET IN THE AMOUNT OF \$15,000 FOR PURPOSES OF ADDING A PREP SINK FOR A BUDGETED AMOUNT OF \$15,000***

4) I MOVE THAT WE INCREASE THE AUDITORIUM PROJECT BUDGET IN THE AMOUNT OF \$30,000 FOR PURPOSES OF REFINISHING THE EXISTING WOOD FLOORS.

Once you have voted on each of the above additions, then I would suggest an overall motion as follows:

I MOVE THAT WE COMPLETE THE ABATEMENT AND RENOVATION OF THE COLLBRAN AUDITORIUM WITH A REVISED NOT-TO-EXCEED CONTRACT AMOUNT WITH ASSET CONSTRUCTION MANAGEMENT OF \$_____ AND AUTHORIZE THE MAYOR TO SIGN CHANGE ORDERS #2 and #3, AND, FURTHER, THAT THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN DIRECT THE TOWN CLERK/TREASURER TO TRANSFER \$_____ FROM THE 2025 BUDGET CONTINGENCY FOR AUDITORIUM TO THE BUDGET LINE ITEM FOR AUDITORIUM CONSTRUCTION.

Option #1 - If you decide to proceed with Option #1, abatement and demo, a suggested motion would be:

I MOVE THAT WE COMPLETE THE ABATEMENT OF THE COLLBRAN AUDITORIUM AND THEN DIRECT THE TOWN CLERK/TREASURER AND TOWN ATTORNEY TO NEGOTIATE WITH ASSET CONSTRUCTION MANAGEMENT FOR DEMOLITION OF THE BUILDING, AND FURTHER DIRECT THAT THE CLERK/TREASURER NOTIFY THE COLORADO DEPARTMENT OF LOCAL AFFAIRS AND THE MESA COUNTY COMMISSIONERS OF THE PLANNED DEMOLITION AND AN INTENT TO RELINQUISH ALL FUNDING DESIGNATED FOR THE BUILDING.

Option #4 - If you decide to proceed with Option #4, abatement and no further action, a suggested motion would be:

I MOVE THAT WE COMPLETE THE ABATEMENT OF THE COLLBRAN AUDITORIUM AND THEN DIRECT THE TOWN CLERK/TREASURER AND TOWN ATTORNEY TO NEGOTIATE WITH ASSET CONSTRUCTION MANAGEMENT FOR TERMINATION OF THE CONTRACT FOR REMODEL WITH NO ADDITIONAL WORK, AND FURTHER, THAT THE CLERK/TREASURER NOTIFY THE COLORADO DEPARTMENT OF LOCAL AFFAIRS AND THE MESA COUNTY COMMISSIONERS OF THE PLANNED DEMOLITION AND AN INTENT TO RELINQUISH ALL FUNDING DESIGNATED FOR THE BUILDING.

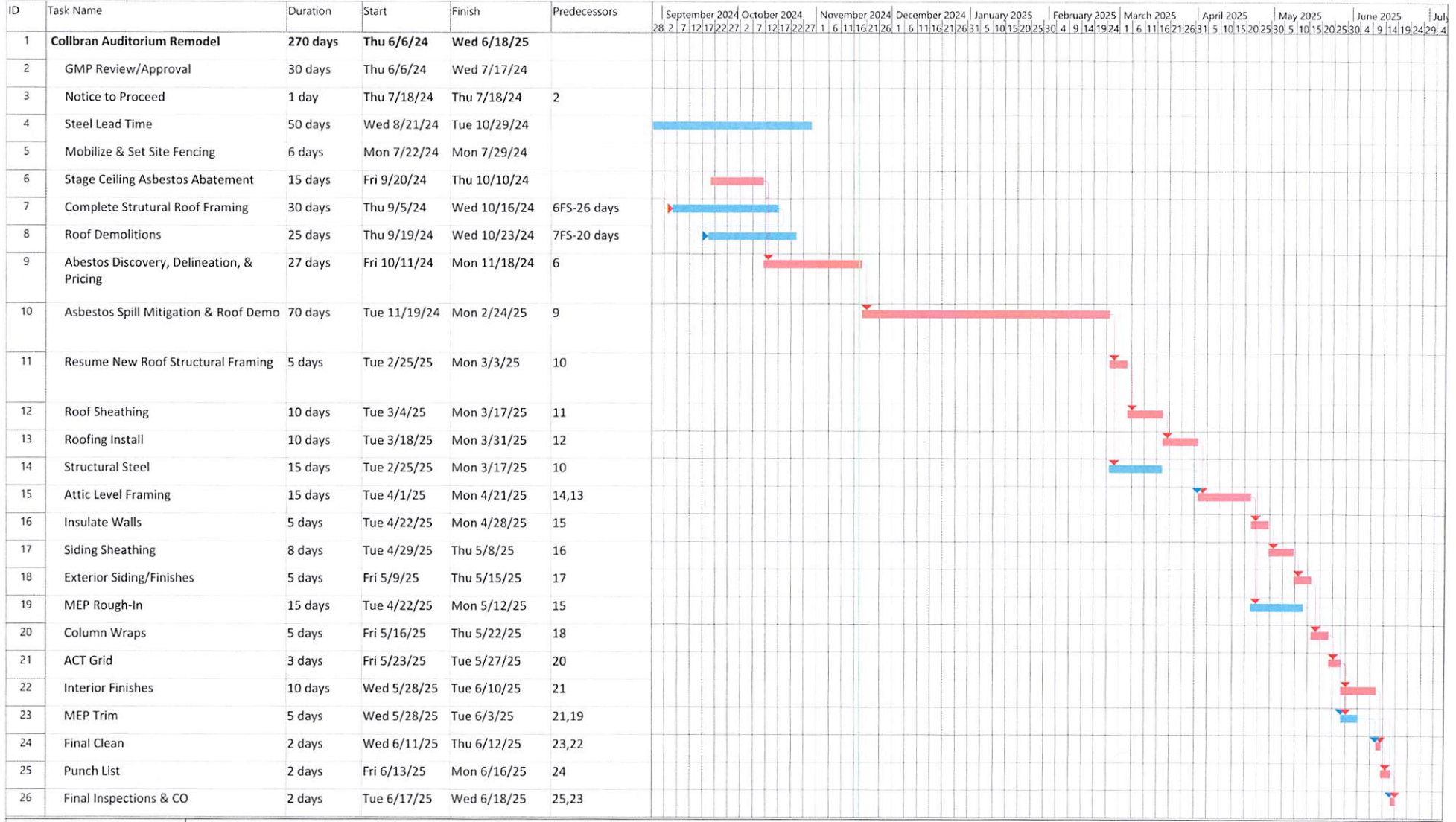
Collbran Auditorium

Town Hall Prep

1/30/2025

Costs to Complete (2/1/25 to Completion)

	Abatement and Demo	Abatement and Finish	Abatement and Finish w/ Adds	Abatement and Terminate
GCs	\$ 85,049.26	\$ 133,405.25	\$ 133,405.25	\$ 38,334.26
Abatement	\$ 458,949.37	\$ 458,949.37	\$ 458,949.37	\$ 458,949.37
Sitework	\$ 138,600.00	\$ 34,229.52	\$ 34,229.52	
Concrete				
Masonry		\$ 1,850.00	\$ 1,850.00	
Metals		\$ 104,922.06	\$ 104,922.06	
Woods		\$ 17,990.00	\$ 17,990.00	
Thermal		\$ 232,071.40	\$ 232,071.40	
Openings		\$ 24,929.64	\$ 24,929.64	
Finishes		\$ 184,760.82	\$ 184,760.82	
Specialties		\$ 5,256.92	\$ 5,256.92	
Plumbing				
HVAC		\$ 73,930.00	\$ 73,930.00	
Electrical		\$ 54,874.00	\$ 54,874.00	
Labor Burdon	\$ 6,666.59	\$ 28,092.59	\$ 28,092.59	\$ 6,666.59
Fees	\$ 47,821.22	\$ 54,483.65	\$ 54,483.65	\$ 47,821.22
Contingency	\$ 41,837.25	\$ 41,837.25	\$ 41,837.25	\$ 1,250.00
Subtotal	\$ 778,923.69	\$ 1,451,582.47	\$ 1,451,582.47	\$ 553,021.44
Pending Owner Additions				
Canopy Roof & Siding			\$ 24,477.75	
ADA Restroom Upgrades			\$ 56,249.38	
Add Prep Sink			\$ 14,306.10	
Wood Floor Refinish			\$ 29,071.76	
Total	\$ 778,923.69	\$ 1,451,582.47	\$ 1,575,687.46	\$ 553,021.44
Billed to Date	\$ 494,657.71	\$ 494,657.71	\$ 494,657.71	\$ 494,657.71
Option Total	\$ 1,273,581.40	\$ 1,946,240.18	\$ 2,070,345.17	\$ 1,047,679.15
Schedule Impact	+2 mo	+4 mo	+4 mo	+0 mo
Less Grant Funding	\$ -	\$ 1,104,000.00	\$ 1,104,000.00	\$ -
Total Cost to Owner	\$ 1,273,581.40	\$ 842,240.18	\$ 966,345.17	\$ 1,047,679.15



Project: Collbran_Auditorium_S
Date: Mon 11/18/24

█ Task
 █ Split
 Milestone
 ◆ Project Summary
 █ Critical
 █ Critical Split

*Draft - to be
Computer generated*

Change Order

PROJECT: (Name and address) Collbran Auditorium 102 Main St., Collbran, CO	CONTRACT INFORMATION: Contract For: General Construction Date: July 24, 2024	CHANGE ORDER INFORMATION: Change Order Number: 001-003 Date: 9/20/2024 <i>2/4/25</i>
OWNER: (Name and address) Town of Collbran 1010 High Street Collbran, CO 81624	ARCHITECT: (Name and address) Chamberlin Architects 437 Main Street Grand Junction, CO 81501	CONTRACTOR: (Name and address) Asset Engineering Limited PO Box 4382 Grand Junction, CO 81502

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change order to ~~credit costs necessary to address asbestos abatement required in the contaminated areas of the auditorium.~~
Funds for this work to ~~pulled from construction contingency as documented in Contractor's COR5 dated 9/19/2024.~~

for additional work to scope of project, as follows:

Total deduct: \$10,965.35
additions

The original Contract Sum was	\$	1,372,867.56	
The net change by previously authorized Change Orders	\$	0.00	<i>114,423.24</i>
The Contract Sum prior to this Change Order was	\$	1,372,867.56	<i>1,487,290.59</i>
The Contract Sum will be decreased by this Change Order in the amount of	\$	10,965.35	
The new Contract Sum including this Change Order will be	\$	1,361,902.21	

The Contract Time will be increased by ~~twenty one (21) days.~~ *unchanged*
The new date of Substantial Completion will be ~~2/21/2025~~ *4/30/25*

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Chamberlin Architects ARCHITECT (Firm name)	Asset Engineering Limited CONTRACTOR (Firm name)	Town of Collbran OWNER (Firm name)
-See attached signatures page- SIGNATURE	-See attached signatures page- SIGNATURE	-See attached signatures page- SIGNATURE
PRINTED NAME AND TITLE	Jane Pizem, CEO PRINTED NAME AND TITLE	<i>Kendall Wilcox Mayer</i> Melonie Matarozzo, Town Administrator PRINTED NAME AND TITLE
DATE	9/20/2024 DATE	DATE

AIA® Document G701® – 2017

Draft - to be computer generated

Change Order

PROJECT: (Name and address) Collbran Auditorium 102 Main St., Collbran, CO	CONTRACT INFORMATION: Contract For: General Construction Date: July 24, 2024	CHANGE ORDER INFORMATION: Change Order Number: 001 CO2 Date: 9/20/2024 2/1/25 2/4/25
OWNER: (Name and address) Town of Collbran 1010 High Street Collbran, CO 81624	ARCHITECT: (Name and address) Chamberlin Architects 437 Main Street Grand Junction, CO 81501	CONTRACTOR: (Name and address) Asset Engineering Limited PO Box 4382 Grand Junction, CO 81502

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.) Allowance for costs associated w/ 16-week delay for asbestos abatement
Change order to credit costs necessary to address asbestos abatement required in the contaminated areas of the auditorium.
Funds for this work to be pulled from construction contingency as documented in Contractor's COR5 dated 9/19/2024.

Total deduct: \$10,965.35 ~~Add: 176,388.59~~ add. hrs: 125,388.59

The original Contract Sum was	\$ 1,372,867.56
The net change by previously authorized Change Orders	\$ 0.00 -10,965.35
The Contract Sum prior to this Change Order was	\$ 1,372,867.56
The Contract Sum will be decreased by this Change Order in the amount of	\$ 10,965.35
The new Contract Sum including this Change Order will be	\$ 1,361,902.21
The Contract Time will be increased by twenty one (21) days. one hundred twenty-nine days	
The new date of Substantial Completion will be 2/21/2025 6/30/25	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Chamberlin Architects ARCHITECT (Firm name)	Asset Engineering Limited CONTRACTOR (Firm name)	Town of Collbran OWNER (Firm name)
-See attached signatures page- SIGNATURE	-See attached signatures page- SIGNATURE	-See attached signatures page- SIGNATURE
PRINTED NAME AND TITLE	Jane Pizem, CEO PRINTED NAME AND TITLE	K. Wilcox, Mayor Melonie Matarozzo, Town Administrator PRINTED NAME AND TITLE
DATE	9/20/2024 DATE	DATE



January 31, 2025

Town of Collbran
1010 High Street
Collbran, CO 81624

Re: Recommendation of Award

Bids on the referenced project were opened on January 30, 2025. A total of two bids were received. The bids were checked for mathematical accuracy and no discrepancies were found.

The low bidder is Perry Burget with Pioneer Excavating LLC and we recommend a contract be awarded.

Based upon the low bid the following is a revised estimate of total project cost:

Construction Cost	\$76,900.36
Total Estimated Project Cost	\$76,900.36

We are returning all bid bonds and original bid forms for filing. The bid bonds should be returned to the bidders once the formal contract has been awarded.

If you have any questions, please contact our office.

Sincerely,

KLJ Engineering LLC

Jason Reimer, PE

ADVERTISEMENT FOR BIDS

The Town of Collbran, Colorado, is soliciting sealed bids for the 2025 Hwy 330 Waterline Valve Replacement. **Bids will be received at the Collbran Town Hall, 1010 High Street, Collbran, Colorado or via BidNet Direct until 2:00 P.M., January 28, 2025**, at which time and place all bids will be publicly opened and read aloud.

The Project scope includes Construction project to replace four valves as part of an upgrade to the Town's water distribution system that runs along Colorado Highway 330, more specifically described in the attached plans.

The Town of Collbran, in an effort to expedite the bidding process, will be using BidNet Direct as a method of getting all pertinent information out on this project. All necessary documents including bids sets, specifications, addendum and any addition information will be placed in BidNet. These documents will be under the specific project name. It shall be the responsibility of all firms and contractors to check the web page and download the appropriate documents including all addendums. No notice will be sent informing contractor's and firms that there is new information or addendums. This is the responsibility of the individual firms and/or contractor's. Any questions or problems with the web page should be directed to Karla Distel at 970-487-3751. Bidders are encouraged to do a site visit before the bid.

The Contract will be awarded to the lowest qualified bidder, as determined by the statement of qualifications and the bid, which is deemed to be in the best interest of the Town. The Town reserves the right to accept the bid or any portion of the bid by a competent bidder that will result in the lowest cost to the Town. The Town reserves the right to accept or reject any portion or all bids without disclosing the reason therefore.

No bids may be withdrawn after the opening of bids, without consent of the Town of Collbran, for a period of sixty (60) days after the scheduled time of opening of bids. The successful bidder or bidders will be required to furnish satisfactory performance bonds equal to the full amount of each bid or bid.

All bids must be submitted in writing on the forms provided, and must be signed by the bidder or his duly authorized agent.

INSTRUCTIONS TO BIDDERS

1. TERMINOLOGY

- 1.1 The TOWN is the Town of Collbran, Colorado;
- 1.2 The TOWN'S DESIGNATED REPRESENTATIVE is Karla Distel, Finance Manager, 1010 High Street Collbran, CO 81624, 970-487-3751, finance@townofcollbran.us .
- 1.3 The CONTRACT ADMINISTRATOR is Karla Distel, Finance Manager 1010 High Street, Collbran, CO 81624 970-487-3751 finance@townofcollbran.us .
- 1.4 Terms used in the Instructions to BIDDERS shall have the meanings assigned to them in the Mesa County General Contract Conditions, used here forth by the Town of Collbran for the Town of Collbran 2025 Hwy 330 Waterline Valve Replacement.

2. BID PERIOD AND OPENING

- 2.1 BIDS will be received by the TOWN at the Town Hall Office 1010 High Street Collbran, CO 81524 until 2:00 P.M., 01/28/25. A tabulation of BIDS received will be posted on BidNet no later than 5 pm on 02/04/25.

3. PROJECT EVALUATION

- 3.1 The TOWN is now making all bidding documents available on the BidNet Direct All necessary documents including bid sets, specifications, addendum and any additional information provided will be placed on the web page under the specific project name. It shall be the responsibility of all firms and contractors to check the web page and download the appropriate documents including all addendums. No notice will be sent informing contractor's and firms that there is new information or addendums. This is the responsibility of the individual firms and/or contractor's.
- 3.2 The TOWN assumes no responsibility for the accuracy of project information (Plans and Specifications) obtained from outside sources (Plan Rooms) other than the TOWN. Be aware, if the BIDDER chooses to pick plans and specification from a Plans Room rather than signing up with the TOWN, they may not be included in all Addenda, which could result in having a non-responsive BID.
- 3.3 BIDDERS must satisfy themselves as to the accuracy of the estimated quantities in the BID SCHEDULE by examination of the site and a review of the drawings and specifications including Addenda. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the quantities of WORK or the nature of the WORK to be done.

- 3.4 The TOWN shall provide to BIDDERS, prior to bidding, all information pertinent to, or that delineates and describes the land owned and rights of way acquired or to be acquired.
- 3.5 The CONTRACT DOCUMENTS contain the provisions required for the performance of the Project. Information obtained from an officer, agent, or employee of TOWN or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve him from fulfilling any of the conditions of the CONTRACT.
- 3.6 All applicable laws, ordinances, and rules or regulations of all authorities having jurisdiction over performance of the project shall apply to the WORK described by the CONTRACT DOCUMENTS. The BIDDER shall be responsible for compliance with these statutes.
- 3.7 Each BIDDER is responsible for inspection of the site, the reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure or omission of a BIDDER to do any of the foregoing shall in no way relieve a BIDDER of obligations with respect to the BID.
- 3.8 Command type sentences are used in the CONTRACT DOCUMENTS. These refer to and are directed to the CONTRACTOR.
- 3.9 Questions regarding documents, discrepancies, omissions, or intent of the specifications or drawings on a technical level shall be communicated in writing to Mike Nichols, Public Works Supervisor 1010 High Street, Collbran, CO 81624 970-487-3751 publicworks2@townofcollbran.us during business hours 8:00 a.m. to 5:00 p.m. Monday through Friday at least 7 days prior to the BID opening to provide time to issue an Addendum. Addenda will be issued, if in the opinion of the TOWN, it is necessary. TOWN will not be responsible for oral interpretations of the specifications and drawings. All other questions, especially as they pertain to the CONTRACT shall be communicated in writing to the CONTRACT ADMINISTRATOR, Karla Distel, Finance Manager 1010 High Street, Collbran, CO 81624 970-487-3751 finance@townofcollbran.us during business hours 8:00 a.m. to 5:00 p.m. Monday through Friday at least 7 days prior to the BID opening to provide time to issue an Addendum.
- 3.10 The BIDDER shall carefully examine the site of the WORK, the drawings, and the specifications. The submission of a BID will be conclusive evidence that the BIDDER has investigated and is satisfied as to the conditions to be encountered, with respect to character, quality, and quantity of WORK to be performed. Submission of a BID will also be seen as evidence of the BIDDER'S understanding of the materials required for completion of the WORK, completion time, and the authority that TOWN will exercise over the CONTRACT during its tenure.

- 3.11 If a bidder discovers an apparent error or omission in the proposal form, estimated quantities, plan, or specifications, the bidder shall immediately notify the CONTRACT ADMINISTRATOR to enable TOWN to make any necessary revisions. TOWN may consider it to be detrimental to the TOWN for a bidder to submit an obviously unbalanced unit bid price.

4. SUBSTITUTION OR APPROVAL OF ALTERNATIVE MATERIALS

- 4.1 To obtain approval during the BID period to use unspecified, "or equal", or "as approved" materials, BIDDERS shall submit written requests at least 7 days prior to BID opening. Requests received later than this time will be considered at the discretion of the CONTRACT ADMINISTRATOR. Requests shall clearly describe the product for which approval is asked, including all necessary data to demonstrate its acceptability. The CONTRACT ADMINISTRATOR will make recommendations on acceptability and an Addendum will be issued if the product is acceptable.

5. BID FORMAT

- 5.1 Each BID must be submitted electronically through BidNet Direct no later than 2:00 pm MST on 1/28/25.**

- 5.2 All BIDS must be made on the BID form included in the CONTRACT DOCUMENTS. All blank space for BID prices must be filled out in ink or typewritten, and the BID form must be completed in its entirety. Only one copy of the BID form is required.

- 5.3 The BIDDER shall supply the names and addresses of major material suppliers and SUBCONTRACTORS on the BID forms where requested.

- 5.4 The full name, business address, zip code and business telephone number with the area code of the individual, partnership, joint venture, or corporation submitting the bid shall be legibly printed on the BID forms. The BIDDER shall sign the form with his usual signature.

- 5.5 A partner shall sign for the partnership. The names of all partners with addresses shall be given.

- 5.6 An officer shall sign for a corporation, the corporate existence shall be attested by the corporate seal, and the names and titles of all officers of the corporation shall be given.

- 5.7 Any signature other than that of a corporate officer, partner, or the BIDDERS legally authorized agent or representative will be accepted only if an authenticated power of attorney is attached to the BID forms. All signatures shall be handwritten with the name printed or typewritten below the signature.

- 5.8 The BIDDER shall state for each item on the BID form the unit price and item total or lump sum in clearly legible figures. Prices shall be represented on the BID form with both numerals and words in the spaces provided for each. In case of conflict, words will take precedence.
- 5.9 The BID shall contain the Statement of Bidders Qualifications and Notification of Immigration Compliance Requirements and Certification by Contractor. No Notice of Award shall be given until these documents are completed and signed.
- 5.10 The BID shall contain acknowledgment of receipt of all Addenda in the space provided in the BID forms.

6. EVALUATION OF BIDS

- 6.1 Any BID may be withdrawn prior to the BID opening. Any BID received after the time and date specified for the BID opening shall not be considered. No BIDDER may withdraw a BID within 90 days after the BID opening. Should there be reasons why the CONTRACT cannot be awarded within the specified period, the time within which the BID shall remain valid may be extended by mutual agreement between the TOWN and the BIDDER. The TOWN proposes to award a CONTRACT to a single successful BIDDER as soon as possible after BIDS have been opened.

The TOWN, or the TOWN's Representative, may make such investigations, as deemed necessary to determine the ability of the BIDDER to perform the WORK. The BIDDER shall furnish the TOWN with all such information and data for this purpose as the TOWN may request. The TOWN reserves the right to reject any portion of a BID or the entire BID if, based on submitted evidence or the TOWN's investigation, said BIDDER fails to satisfy the TOWN that he is properly qualified to carry out the obligations of the CONTRACT and to complete the WORK as presented by the CONTRACT DOCUMENTS. The TOWN reserves the right to reject any portion or the entire complete bids without disclosing the reason therefore.

The TOWN reserves the right to disqualify any BIDDER who is not in good standing with the Town of Collbran. Items that constitute "not in good standing" can include, but not limited to, lack of insurance, lack of performance on prior projects, or un-completed work.

- 7.2 BIDS will be considered irregular and may be rejected for any of the following reasons:

7.3.1 – If the BID is on a form other than that prescribed by the TOWN, or if the form is altered or any part thereof is detached, or if the form does not contain original signatures.

7.3.2 – If there are unauthorized additions, conditional or alternative proposals, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous. A Conditional or Qualified BID will not be accepted.

7.3.3 – If the bidder fails to acknowledge in the proposal the receipt of all revisions current on the date of opening of proposals.

7.3.4 - In case of errors or uncertainty in pricing of any item, or if such pricing is omitted, then either unit prices or total price for the same item may be used, at the TOWN's discretion, to arrive at a total project BID cost. If the TOWN is unable to resolve ambiguities with respect to BID prices, the BID may be disregarded.

7.3.5 – If the TOWN determines that any unit bid prices are materially unbalanced to the potential detriment of the TOWN.

7.3.6 – If the Contractor submitting the bid is affiliated with another bidder that has submitted a bid on the same project.

The TOWN reserves the right to reject any or all bids, to waive technicalities or to advertise for new bids, if in the judgement of the COUNTY its best interests will be promoted therein.

7. NOTICE OF AWARD

7.1 The TOWN shall issue a Notice of Award along with the necessary CONTRACT and BOND forms to the lowest acceptable BIDDER that will result in completion of the WORK within the time allotted by the CONTRACT DOCUMENTS.

8. EXECUTION OF CONTRACT

8.1 The BIDDER, to whom the CONTRACT is awarded, will be required to execute the CONTRACT and furnish INSURANCE CERTIFICATES within 10 calendar days from the date when the Notice of Award is delivered to the BIDDER. In case of failure of the BIDDER to execute the CONTRACT or provide the insurance certificates the TOWN may consider the BIDDER in default.

8.2 The TOWN, within 20 calendar days of receipt of INSURANCE CERTIFICATES and CONTRACT signed by the BIDDER to whom the CONTRACT was awarded, shall sign the Contract and return to said BIDDER an executed duplicate of the CONTRACT. Should the TOWN not execute the CONTRACT within such period, the BIDDER may by written notice withdraw his signed CONTRACT. Such notice of withdrawal shall be effective upon receipt of the notice by the TOWN.

9. PRICES AND PAYMENTS

- 9.1 The quantities and portions of the WORK listed in the BIDDING SCHEDULE for which unit prices are asked, have been selected by the TOWN as the method of payment for the entire PROJECT as outlined in the drawings and described in the Specifications. Payments of these unit prices will be in full for the completed WORK and will cover materials, supplies, labor, tools, equipment and all other expenditures necessary to satisfactory compliance with the CONTRACT, unless specifically otherwise provided.

TOWN OF COLLBRAN, COLORADO

BID

Town of Collbran 2025 Hwy 330 Waterline Valve Replacement

CONTRACTOR NAME: Pioneer Excavating LLC

ADDRESS: 4145 2000 Rd, Delta, CO 81416

PHONE: 970-874-3633

To: Town of Collbran
1010 High Street
Collbran, Colorado 81624

The undersigned bidder, having examined the plans, specifications, and other Contract Documents as designated, and any addenda hereto, having investigated the location of, and conditions affecting the proposed work; and being acquainted with and fully understanding the extent and character of the work covered by this Bid and all factors and conditions affecting or which may be affected by the work;

HEREBY PROPOSES, pursuant to the Requirements for Bids as specified in the Bid Package entitled Town of Collbran 2025 Hwy 330 Waterline Valve Replacement, to furnish all required materials, tools and equipment to perform all necessary labor and superintendence; and to undertake and complete the work required in Collbran, Colorado in full accordance with plans, specifications and Contract Documents hereto attached or by reference made a part thereof at, and for the following prices:

TOTAL BASE BID, 2025 Hwy 330 Waterline Valve Replacement

"Total Base Bids" are to be in both words and figures. In the case of discrepancy, the amount shown in words will govern.

TOTAL \$ 76,900.36

Seventy-six thousand nine hundred and thirty-six

The BIDDER acknowledges receipt of the following ADDENDA:

Bid Revised

Additional Contract and Submittal Information

The undersigned BIDDER proposes to sublet the following work:

1. Work Description: Hot Taps

Name of Proposed Sub-Contractor: Nathan Gary 970-986-5591

Address of Proposed Sub-Contractor: _____

2. Work Description: Supplier

Name of Proposed Sub-Contractor: Bolinger & Queen 970-323-5030

Address of Proposed Sub-Contractor: 718 Lane 348

Olathe, CO 81425

3. Work Description: _____

Name of Proposed Sub-Contractor: _____

Address of Proposed Sub-Contractor: _____

4. Work Description: _____

Name of Proposed Sub-Contractor: _____

Address of Proposed Sub-Contractor: _____

5. Work Description: _____

Name of Proposed Sub-Contractor: _____

Address of Proposed Sub-Contractor: _____

The undersigned BIDDER acknowledges the right of the TOWN to reject any portion of the BIDDER'S bid or the entire complete bid submitted and to waive informalities therein.

By submission of the BID each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

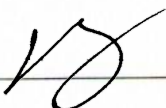
The submission of a BID will constitute an incontrovertible representation by the BIDDER that he is familiar with conditions of the site together with the work required.

BIDDER agrees to perform all work described in the Contract Documents for unit prices or lump sum as shown on the Bid Schedule. The BIDDER further agrees that no bid may either be changed or withdrawn, without consent of the TOWN for a period of ninety (90) days after the scheduled time for opening the bids.

All participating BIDDERS, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this IFB as stated or implied herein. Should TOWN omit anything from this IFB package, which is necessary to a clear understanding of the requirements, or should it appear that various instructions are in conflict, then the BIDDERS shall secure instructions from Mike Nichols, Public Works Supervisor, telephone number 970-487-3120 or email at publicworks2@mesacounty.us prior to the date and time of the quote closing date shown in the IFB.

Dated at _____ this 28th day of January, 20 25.

Signatures of Bidders:

If an individual:  doing business as _____

If a partnership: _____ by _____ member of firm.

If a corporation: _____ by _____

Corporate Seal:

ATTEST:

Title:

Business Address of Bidder 4145 2000 Road

Delta, CO 81416

The submission of this will constitute an irrevocable and exclusive offer by the BIDDER to the
OWNER to award the contract to the BIDDER at the price and conditions stated herein.

BIDDER agrees to perform all work described in the Contract Documents for the project
shown on the Bid Schedule. THE BIDDER further agrees that no bid may be changed,
or withdrawn without a written consent of the OWNER for a period of ninety (90) days after the scheduled
time for opening the bids.

All participating BIDDERS by their separate bid envelopes shall agree to comply with all
conditions regarding the opening of the bids as stated in the Bid Schedule. BIDDERS shall
not withdraw their bids during the bid opening which is necessary to a clear understanding of the
requirements or should a written bid return instruction be received from the BIDDERS. All
bids submitted from other than the Bidder shall be rejected. Public Works Section, telephone number 730-4671.
If you are a public works contractor, please refer to the bid schedule for the project during the
hours of the office.

Date: _____ day of _____ 20__

Signature of Bidder: _____

Print Name: _____

If a partnership: _____

If a corporation: _____

ATTN:

REGISTRATION OF PROFESSIONAL ACCOUNTANTS
CHAPTER 10

Section 10-101. (a) The board shall have the honor of presenting to the

governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

(b) The board shall also have the honor of presenting to the governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

(c) The board shall also have the honor of presenting to the governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

(d) The board shall also have the honor of presenting to the governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

(e) The board shall also have the honor of presenting to the governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

(f) The board shall also have the honor of presenting to the governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

(g) The board shall also have the honor of presenting to the governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

(h) The board shall also have the honor of presenting to the governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

(i) The board shall also have the honor of presenting to the governing body of the institution a report on the progress of the work of the board during the year ending on the 31st day of December next.

Bidder is required to submit

**NOTIFICATION OF IMMIGRATION COMPLIANCE REQUIREMENTS AND
CERTIFICATION BY CONTRACTOR**

Pioneer Excavating LLC, (“Contractor” herein) acknowledges that Contractor has been notified of the immigration compliance requirements of C.R.S. § 8-17.5-101, *et.seq.* (House Bill 06-1343), and hereby **CERTIFIES** that:

1. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under the public contract for services; or
2. Enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under the public contract for services;
3. The Contractor has verified or attempted to verify through participation in the basic pilot program that the Contractor does not employ any illegal aliens and, if the Contractor is not accepted into the basic pilot program prior to entering into a public contract for services, that the Contractor shall apply to participate in the basic pilot program every three months until the Contractor is accepted or the public contract for services has been completed, whichever is earlier. This provision shall not be required or effective in a public contract for services if the basic pilot program is discontinued;
4. The Contractor acknowledges that the Contractor is prohibited from using basic pilot program procedures to undertake pre-employment screening of job applicants while the public contract for services is being performed;
5. If the Contractor obtains actual knowledge that a subcontractor performing work under the public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall be required to:
 - (A) Notify the subcontractor and the contracting state agency or political subdivision within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
 - (B) Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to subparagraph (A) of this Section 5 the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
6. Contractor is required to comply with any reasonable request by the State Department of Labor and Employment (“Department” herein) made in the course of an

investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).


7. If Contractor violates a provision of the public contract for services required herein may terminate the contract for a breach of the contract. If the contract is so terminated, the Contractor shall be liable for actual and consequential damages to the Town.

8. The Town is obligated to notify the office of the secretary of state if a contractor violates a provision of this Addendum and the Town terminates the contract for such breach. Based on this notification, the secretary of state shall maintain a list that includes the name of the Contractor, the state agency or political subdivision that terminated the public contract for services, and the date of the termination. A contractor shall be removed from the list if two years have passed since the date the contract was terminated, or if a court of competent jurisdiction determines that there has not been a violation of the provision of the public contract for services required pursuant to Section I. An agency or political subdivision shall notify the office of the secretary of state if a court has made such a determination. The list shall be available for public inspection at the office of the secretary of state and shall be published on the internet on the website maintained by the office of the secretary of state.

9. The Department may investigate whether a contractor is complying with the provisions of a public contract for services required pursuant to Section I. The Department may conduct on-site inspections where a public contract for services is being performed, request and review documentation that proves the citizenship of any person performing work on a public contract for services, or take any other reasonable steps that are necessary to determine whether a contractor is complying with the provisions of a public contract for services required pursuant to Section I. The Department shall receive complaints of suspected violations of a provision of a public contract for services (this Addendum) and shall have discretion to determine which complaints, if any, are to be investigated. The results of any investigation shall not constitute final agency action. The Contractor is hereby notified that the Department is authorized to promulgate rules in accordance with article 4 of title 24, C.R.S., to implement the provisions of C.R.S. § 8-17.5-101, *et. seq.*

Dated this 28th day of January, 2025.

[CONTRACTOR]



By Perry Burget [Printed Name]

INSURANCE CLARIFICATION

1. Contractor agrees to procure and maintain, at its own cost, a policy or policies of insurance/bonds sufficient to insure against all obligations assumed by Contractor pursuant to this Contract and shall not start work under this Contract until such insurance coverage has been obtained and approved in writing by the Town's Contract Administrator.
2. Contractor shall require all subcontractors and sub-subcontractors to maintain during the term of this Contract, Commercial General Liability insurance, Excess Liability, Professional Liability, Comprehensive Automobile Liability insurance, and Workers' Compensation and Employers' Liability insurance, in the same manner as specified for Contractor. Contractor shall furnish subcontractors' certificates of insurance to the Town, with a copy to the Town's Contract Administrator, immediately upon request.
3. All insurance policies required hereunder shall include a written thirty (30) day notification of cancellation. In that notice the Town and the Town's Contract Administrator will be notified of any material changes in the insurance policy(s) such as; cancellation, non-renewal, or reduction in coverage or alteration of coverage.
4. Nothing herein shall be deemed or construed as a waiver of any of the protections to which the County shall be entitled pursuant to the Colorado Government Immunity Act, sections 24-10-101, C.R.S., as amended.
5. All required insurance coverages must be acquired from insurers authorized to conduct business in the State of Colorado and acceptable to the Town. The insurers must also have policyholders' rating of "A-" or better, and financial class size of "Class VII" or better in the latest edition of Best's Insurance Reports, unless the Board grants specific approval for an exception.
6. Contractor shall procure and continuously maintain the minimum insurance coverage listed below, and additional coverage as may apply, with forms and insurers acceptable to the Town. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
 - a. Workers' Compensation and Employer's Liability Including Occupations Disease Coverage in accordance with scope and limits as required by the State of Colorado of \$100,000 each accident; \$100,000 disease each employee; \$500,000 disease policy limit.
 - b. Commercial General Liability, "occurrence form," with minimum limits of ONE MILLION (\$1,000,000) combined single limit, per occurrence for bodily injury, personal injury and property damage. In addition Contractor must either:
 - 1) Agree to provide certificates of insurance evidencing the above coverage for a period of two years after the final payment for the contract

OR

2)Purchase an extended (minimum two years) reporting period endorsement for the policy or policies in force during the term of this contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

- c. Comprehensive Automobile Liability insurance with minimum limits for bodily injury and property damage of not less than ONE MILLION (\$1,000,000) combined single limit per accident.
 - d. PROFESSIONAL LIABILITY INSURANCE with an endorsement for work under this Contract, and coverage of no less than ONE MILLION (\$1,000,000) per claim, and ONE MILLION (\$1,000,000) aggregate for all Design/Build, Survey, Professional Service and Design Contracts.
 - e. EXCESS LIABILITY/UMBRELLA INSURANCE with a limit no less than ONE MILLION (\$1,000,000) per occurrence/ONE MILLION (\$1,000,000) aggregate, and coverage at least as broad as the primary Commercial General Liability policy.
7. The policies required by paragraphs (B) and (C) above shall be endorsed to specify; "Town of Collbran, their officers, officials, employees and volunteers as INSURED, as respects liability, on behalf of Contractor, arising out of this Contract." All certificates of insurance are to be submitted on standard "ACCORD 25-S" form.

Bid Form
Collbran, Colorado
KLJ Project #2404-00219-01 T03
Highway 330 Waterline Valves

Valve 1 - Valve and Air Vac					
Contract Item No.	Contract Item Long Description	Estimated Quantity	Unit	Unit Price	Total
1	Removal of Existing Air Vac and Vault	1	LS	\$3,500.00	\$3,500.00
2	6-inch Gate Valve (Hot-tapped)	1	EA	\$5,400.00	\$5,400.00
3	Air-Vac Vault	1	LS	\$8,900.00	\$8,900.00
4	Traffic Control	8	HR	\$512.50	\$4,100.00
5	Force Account (minor contract revisions)	1	FA	\$5,000.00	\$5,000.00
Subtotal					\$26,900.00
Valve 2 - Removal of Valve in ROW and Proposed Valve near Existing Tee					
Contract Item No.	Contract Item Long Description	Estimated Quantity	Unit	Unit Price	Total
6	Removal of Asphalt Pavement	36	SF	\$55.56	\$2,000.16
7	Removal of Existing Valve	1	EA	\$2,200.00	\$2,200.00
8	6-inch Gate Valve (Hot-tapped)	1	EA	\$5,400.00	\$5,400.00
9	Road Repair (including asphalt and base)	36	SF	\$144.45	\$5,200.20
10	Water Line Repair (6-inch C900 DR18, including all fittings and bends to connect to existing PVC)	1	EA	\$6,200.00	\$6,200.00
11	Traffic Control	8	HR	\$512.50	\$4,100.00
12	Force Account (minor contract revisions)	1	FA	\$5,000.00	\$5,000.00
Subtotal					\$30,100.36
Valve 3 & 4 - Valves at Tee					
Contract Item No.	Contract Item Long Description	Estimated Quantity	Unit	Unit Price	Total
13	6-inch Gate Valve (Hot-tapped)	2	EA	\$5,400.00	\$10,800.00
14	Traffic Control	8	HR	\$512.50	\$4,100.00
15	Force Account (minor contract revisions)	1	FA	\$5,000.00	\$5,000.00
Subtotal					\$19,900.00
Grand Total					\$76,900.36

REFERENCES

Harmels on the Taylor River
6748 County Road 742
Almont, CO 81210
970-641-1740
Installed holding tanks and Leachfield

Westlake Mobile Home Park
830 Independent Ave
Grand Junction, CO 81505
970-609-4100
Full water line replacement

Riverwood Mobile Home Park
689 Highway 50
Delta, CO 81416
970-808-0400
Installed rip rap, replacement of irrigation system



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER IMA, Inc. - Wichita PO Box 2992 Wichita KS 67201	CONTACT NAME: IMA Wichita Team PHONE (A/C, No, Ext): 316-267-9221 E-MAIL ADDRESS: certs@imacorp.com	FAX (A/C, No): 316-266-6254
	INSURER(S) AFFORDING COVERAGE	
License#: PC-1210733 IMPAMHC-02	INSURER A: Employers Mutual Casualty Company	NAIC # 21415
INSURED Pioneer Excavating LLC PO Box 457 Cedaredge CO 81413	INSURER B: *Pinnacol Assurance	41190
	INSURER C: Evanston Insurance Company	35378
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1451857509

REVISION NUMBER:

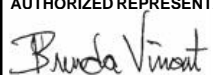
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6D5631525	6/1/2024	6/1/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6E5631525	6/1/2024	6/1/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			6J5631525	6/1/2024	6/1/2025	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	4244573	6/1/2024	6/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 100,000
							E.L. DISEASE - EA EMPLOYEE	\$ 100,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
C	Pollution Liability			CPLMOL121875	3/1/2024	3/1/2025	Per Occurrence Aggregate Deductible	\$1,000,000 \$2,000,000 \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Town of Collbran Water Valve Replacement.
 Certificate Holder and all other parties required by the contract are included as Additional Insured on the General Liability and Automobile Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions.
 This Insurance is Primary & Non-Contributory on the General Liability and Automobile Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions.
 A Waiver of Subrogation is provided in favor of Certificate Holder and all other parties required by the contract on the General Liability, Automobile Liability, and Workers Compensation Policy, if required by written contract or agreement, subject to the policy terms and conditions.

CERTIFICATE HOLDER**CANCELLATION**

Town of Collbran 1010 High St PO Box 387 Collbran CO 81624	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated March 1, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. Background Data

- a. Effective Date of Task Order:
- b. Owner: Town of Collbran
- c. Engineer: KLJ Engineering LLC
- d. Specific Project (title): Hwy 330 Valves Construction Management & Observation
- e. Specific Project (description): The Town of Collbran requires professional services to manage, observe, and oversee the construction activities for the Highway 330 Valve Replacement project. This document outlines the scope of work for Construction Management, Construction Observation, and Project Close-Out to ensure the project is completed on time, within budget, and in accordance with design specifications, applicable standards, and regulations.

2. Services of Engineer

1. Construction Management

The Construction Management phase includes overseeing all aspects of the project to ensure successful delivery. Specific responsibilities include:

- a. Pre-Construction Activities
 - i. Conduct a pre-construction meeting with the contractor, Town representatives, and stakeholders to establish expectations, schedules, and protocols.
 - ii. Review and approve contractor submittals, including construction schedules, safety plans, material approvals, and traffic control plans.
 - iii. Coordinate with local, state, and federal agencies to ensure compliance with permitting requirements.
 - iv. Review construction documents, design plans, and specifications for constructability.
- b. Contract Administration
 - i. Manage communications between the contractor, Town representatives, and stakeholders.
 - ii. Track and process Requests for Information (RFIs), submittals, change orders, and pay applications.
 - iii. Monitor contractor adherence to contractual obligations, including timelines, quality standards, and safety protocols and report any deficiencies to the Town.
 - iv. Monitor the project budget and resolve cost-related issues.

- v. Schedule and attend regular progress meetings with contractors and stakeholders to discuss project milestones and address concerns.
 - c. Coordination and Communication
 - i. Serve as the primary point of contact for all project-related communications.
 - ii. Liaise with utility companies and other entities impacted by the valve replacement activities.
 - iii. Provide regular updates to the Town on project progress, risks, and mitigation strategies.
2. Construction Observation
- Construction Observation verifies that all work performed by the contractor meets the approved project plans, specifications, and standards. Specific tasks include:
- a. On-Site Monitoring
 - i. Provide daily on-site observation during critical construction activities to verify compliance with project requirements.
 - ii. Inspect construction materials, methods, and equipment to ensure quality control and compliance with approved plans and specifications.
 - iii. Monitor contractor adherence to safety standards and traffic control plans to ensure public safety.
 - iv. Verify proper excavation, placement, and installation of valves and other associated components.
 - b. Documentation
 - i. Maintain detailed daily inspection logs, including work performed, labor and equipment on-site, weather conditions, and any issues encountered.
 - ii. Take photographs of key construction activities for recordkeeping and reporting purposes.
 - iii. Document and address non-conformance issues, notifying the contractor and the Town of necessary corrective actions.
 - c. Testing Coordination
 - i. Coordinate and oversee testing of materials and installations (e.g., pressure tests, backfill compaction) to confirm compliance with project requirements.
 - ii. Review and approve third-party test reports.
 - d. Issue Resolution
 - i. Identify and address construction-related issues in real time.
 - ii. Provide recommendations to the contractor and Town to resolve unforeseen conditions, design conflicts, or other issues affecting progress.

3. Close-Out Services

The Close-Out phase ensures the project is completed to the Town's satisfaction and all required documentation is finalized. Key activities include:

- a. Final Inspections
 - i. Conduct a substantial completion inspection with the contractor and Town representatives.
 - ii. Prepare and issue a punch list of remaining items to be addressed by the contractor.
 - iii. Conduct a final inspection to verify all punch list items are completed satisfactorily.
- b. As-Built Documentation
 - i. Review and approve contractor-provided as-built drawings to ensure accuracy and completeness.
 - ii. Submit final as-built drawings to the Town for recordkeeping.

- c. Project Close-Out
 - i. Verify that all project deliverables, including warranties, test results, certifications, and manuals, are submitted to the Town.
 - ii. Confirm all outstanding payments, change orders, and contractual obligations are resolved.
 - iii. Provide a final project report summarizing construction activities, issues encountered, and resolutions implemented.
 - iv. Conduct a final meeting with the Town to review project outcomes and lessons learned.
 - d. Post-Construction Support
 - i. Provide guidance to the Town on the operation and maintenance of installed components.
 - ii. Address any warranty-related issues during the warranty period.
4. Deliverables
- a. The following deliverables will be provided as part of the scope of work:
 - i. Pre-construction meeting minutes and approved submittals.
 - ii. Weekly progress reports and updated project schedules.
 - iii. Daily construction observation logs and photographs.
 - iv. Testing results and inspection reports.
 - v. Substantial and final completion certificates.
 - vi. Final as-built drawings and project close-out documentation.
5. Assumptions and Exclusions
- a. This scope assumes the Town provides all specifications.
 - b. Environmental and permitting compliance is the responsibility of the contractor unless otherwise stated.
 - c. This scope excludes additional design services, legal support, or extensive redesign due to unforeseen conditions.

3. Additional Services

Additional Services that may be authorized or necessary under this Task Order are those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, subject to the following: *N/A*

5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A or elsewhere, the parties shall meet the following schedule: ***This task order shall be completed by December 31, 2025.***

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
Construction Management	\$3,590.00	Hourly Rate
Construction Observation	\$3,930.00	
Close-Out Services	\$4,480.00	
Total	\$12,000.00	

Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

7. Consultants retained as of the Effective Date of the Task Order: None

8. Other Modifications to Agreement and Exhibits: None

9. Attachments: None

10. Other Documents Incorporated by Reference: None

11. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

OWNER:

ENGINEER: KLJ Engineering LLC

By: _____

By: _____

Print Name: _____

Print Name: Luke LaLiberty

Title: _____

Title: Associate Vice President, Municipal

Firm's Certificate No. (if required): _____

State of: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: Jason Reimer

Title: _____

Title: Hydraulic Group Leader

Address: _____

Address: 1601 Riverfront Dr
Grand Junction, CO 81624

E-Mail Address: _____

E-Mail Address: jason.reimer@kljeng.com

Phone: _____

Phone: (970) 450-7477



KLJ Project Name:	Hwy330ValvesCM&Observation
KLJ Project Number:	2404-00219-06

Task Code	Description	Service	Deliverable Lead <i>(Last, First)</i>	Start Date	End Date	Labor Multiplier or Select a Rate Sheet	Job Classification:			DIRECT LABOR Subtotal	Expenses (person x days)	Reimbursable Rate	REIMBURSABLE EXPENSE ¹ Total	Subconsultant Bill	KLJ's % Markup Subconsultant's Name	Subconsultant Fee	Bal to: Lump Sum or Agreed Fee	TASK TOTAL
							Senior Project Manager	Engineer in Training II	Project Controls Specialist II									
1	Construction Management	Hydraulics & Hydrology	Wilson, Paloma	1/30/2025	12/31/2025	3402 - 2025	\$ 290.00	\$ 139.00	\$ 205.00									
	Pre-Construction Activities					Municipal Rates	1	4	5	\$ 846.00		\$ -			\$ -		\$ 846.00	
	Contract Administration						2			\$ 1,605.00		\$ -			\$ -		\$ 1,605.00	
	Coordination and Communication						2	4	5	\$ 1,136.00		\$ -			\$ -	\$ 3.00	\$ 1,139.00	
	Earliest and Latest Dates	1/30/2025	12/31/2025			Subtotal of Task 1	5	8	5	\$ 3,587.00		\$ -	\$ -		\$ -	\$ 3.00	\$ 3,590.00	
2	Construction Observation	Hydraulics & Hydrology	Wilson, Paloma	1/30/2025	12/31/2025	3402 - 2025	\$ 290.00	\$ 139.00	\$ 205.00									
	On-Site Monitoring					Municipal Rates		16		\$ 2,224.00		\$ -			\$ -		\$ 2,224.00	
	Documentation							2		\$ 278.00		\$ -			\$ -		\$ 278.00	
	Testing Coordination						1	2	8	\$ 568.00		\$ -			\$ -		\$ 568.00	
	Issue Resolution						2	2		\$ 858.00		\$ -			\$ -	\$ 2.00	\$ 860.00	
Earliest and Latest Dates	1/30/2025	12/31/2025			Subtotal of Task 2	3	22		\$ 3,928.00		\$ -	\$ -		\$ -	\$ 2.00	\$ 3,930.00		
3	Close-Out Services	Hydraulics & Hydrology	Wilson, Paloma	1/30/2025	12/31/2025	3402 - 2025	\$ 290.00	\$ 139.00	\$ 205.00									
	Final Inspections					Municipal Rates		4		\$ 556.00		\$ -			\$ -		\$ 556.00	
	As-Built Documentation							8		\$ 1,112.00		\$ -			\$ -		\$ 1,112.00	
	Project Close-Out						2		8	\$ 2,498.00		\$ -			\$ -		\$ 2,498.00	
	Post-Construction Support							2		\$ 278.00		\$ -			\$ -	\$ 36.00	\$ 314.00	
Earliest and Latest Dates	1/30/2025	12/31/2025			Subtotal of Task 3	2	16	8	\$ 4,444.00		\$ -	\$ -		\$ -	\$ 36.00	\$ 4,480.00		
Total Quantity							10	46	13	69								
Total Dollars										\$ 11,959.00		\$ -			\$ -	\$ 41.00	\$ 12,000.00	

¹ Includes Meals and Lodging : Used for planning purposes only.

² Includes equipment, rental/subscriptions, mileage... etc.

Reimbursable Notation:

Summary of Costs: Select a DOT

Direct Labor	\$ 11,959.00
	\$ -
Subtotal	\$ 11,959.00
On bill rate	\$ -
Raw labor cost	\$ -
Direct Expenses	\$ -
Subconsultants	\$ -
Reimbursables	\$ -
Balance to Lump Sum or Agreed Fee	\$ 41.00
Tero/Taxes & Fees	\$ -
Total Estimated Engineering Costs	\$ 12,000.00

This is **EXHIBIT K**, consisting of one page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services – Task Order Edition** dated March 1, 2022.

Amendment 1 To Task Order No. 2404-00219-01

1. Background Data:

- a. Effective Date of Task Order: January 1, 2024
- b. Owner: Town of Collbran
- c. Engineer: KLJ Engineering LLC
- d. Specific Project: 2024 On-Call Engineering Service

2. Description of Modifications

- a. The term of this task order shall be extended from December 31, 2024, to December 31, 2025.
- b. The attached 2025 Rate Sheet shall apply to services rendered between January 1, 2025, and December 31, 2025.

3. Task Order Summary (Reference only)

- a. Original Task Order amount: \$10,000
- b. Net change for prior amendments: \$0
- c. This amendment amount: \$10,000
- d. Adjusted Task Order amount: \$20,000

The foregoing Task Order Summary is for reference only and does not alter the terms of the Task Order, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. All provisions of the Agreement and Task Order not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is January 1, 2025.

OWNER:

ENGINEER: KLJ Engineering LLC

By: _____

By: _____

Title: _____

Title: Associate Vice President, Municipal

Date
Signed: _____

Date
Signed: _____

FW: Collbran Drafting 2025.01.16

1 message

Stan Clauson <stan@scaplanning.com>

Thu, Jan 16, 2025 at 11:08 AM

To: Karla Distel <finance@townofcollbran.us>, Melonie Matarozzo <townmanager@townofcollbran.us>

Cc: Angela Kemp <angela@scaplanning.com>

Hello Melonie and Karla,

I am providing you with a general expanded outline for the comprehensive plan, with references to sub-sections and additional materials. Please take a look at your convenience and let us know if you feel anything is missing or perhaps unnecessary. We are currently working to fill out the outline as shown and will have a full draft to you for review by the first week in February. After that, we would like to schedule a community meeting to explain the draft plan and receive community input. It should come in late February after you have had a chance to review and comment on the draft. Would the Auditorium be available or is there another venue where we could provide a PowerPoint presentation? Could you suggest a date that we could pencil in for our calendars? We look forward to providing the full draft shortly and receiving your comments.

Best,

Stan

Stan Clauson, FAICP, ASLA

STAN CLAUSON ASSOCIATES INC

landscape architecture . planning . resort design

16 Kearns Road, Suite 212, Snowmass Village, CO**Please note our new mailing address:****PO Box 6968, Snowmass Village, CO 81615-6968****t. +1 970/925.2323 c. +1 970/274.3265****stan@scaplanning.com** | www.scaplanning.com

Please use cell phone or email for a prompt response.

**2025.01.16_CollbranDrafting.docx**

95K

Collbran Draft Comprehensive Plan and Three-Mile Plan

2025.01.16

Cover Page

Acknowledgments

Trustees (First Seating)

Trustees (Second Seating)

Administration

Focus Group Participants

Consultants

Resolution Adopting the Plans

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List of Tables

https://collbran.municipalcodeonline.com/book?type=ordinances#name=CHAPTER_1_GENERAL_PROVISIONS

- Zoning:

R-1	Low--Medium Density Residential District
R-2	Medium--High Density Residential District
DTC	Downtown Commercial District
GC	General Commercial District
MHP	Mobile Home Park
P	Public Zone District
LI	Light Industrial

List of Figures and Images

<https://www.codot.gov/travel/colorado-byways/northwest/grand-mesa/photo-tour>

<https://adventr.co/2012/09/fall-and-winter-on-the-grand-mesa/>

List of Maps (SEE RESOURCE FROM MESA COUNTY)

- Context Map
- Public Land Map
- Three-Mile boundary and town boundary maps

- Main Street Map
- Corridor Map
- Parks and Recreation Map
- Current Land Use Map
- Future Land Use Map

Introduction

In 2023, The Town of Collbran initiated an update of their Comprehensive Plan by participating in a community-wide process to better understand shared community values, Collbran’s vision for the future, to modernize and right-size their 2011 Comprehensive Plan, and develop new goals that are consistent with what Collbran can collectively and intentionally strive for. The planning process has included town outreach events, a community survey initiative, focus group discussions about various plan elements with stakeholders, revisions, refinement, and a lot of consideration, participation, and support from the community to create something that captures the spirit of Collbran and is a useful tool in helping manage development over the next decade or two.

The Plan update will establish Goals, Policies, and Actions to help achieve the Community Vision. Once officially adopted, the Plan will be implemented incrementally over time through day-to-day decision making, and through specific actions outlines as part of the Plan.

Goals identified throughout this planning process contain hope for the future, aim to build resiliency into existing systems, achieve protections for the Town’s most treasured resources, including water. Neighborliness, support of one another, making the most out of the downtown, continuing traditions, maintaining small-town community feel are some of Collbran’s shared values that this Plan seeks to explore and promote.

Existing Conditions

Community Context

Collbran residents lovingly refer to their community as a “Cowtown” an indication of the community’s pride of their western heritage, rodeos, cattle lands, and which reflects the grit, determination, and intention that the community appreciates and fosters. The town is a small one, consisting of only 0.06 square miles, some of which is simply a narrow corridor that encompasses the highway that reaches this distant corner of the surrounding jurisdiction of Mesa County, Colorado.

Colorado geography dictates how we talk about locations, so a normal way to describe where Collbran is located could be, “On the north side of Grand Mesa, somewhere between Grand Junction and Rifle, in the Plateau Valley alongside Plateau Creek and Highway 330. Collbran sits surrounded by ranchland and foothills. The most reasonable way to get to Vega State Park by car is to travel through this community, headed east.” The winding roads that lead to Collbran require alert drivers to really focus on the roadway, but if you are lucky enough to be a passenger on one of

the drives to the entrance of Town, you'll be able to soak in the beauty of the surrounding area, the mesas or plateaus, cliffsides, foothills, flowing waterways, and probable and plentiful wildlife, mixed with a few stray cattle at times.

The population of the community is about 647 according to 2022 ACS 5-year estimates. Although we generally like to use the latest census data in our research, the 2020 census was not an accurate representation of who calls Collbran home in a normal year. In Collbran, the COVID-19 pandemic was responsible for a large facility to shutter until it was deemed safe. The facility, the Job Corps is a closed campus that exists within Town limits and employs a number of locals to help prepare and train young people in the Federal Job Corps program for various future careers.

With a history rooted in ranching and a reliance on neighboring Grand Junction for various services, Collbran is experiencing a period of slow yet steady growth. The community is beginning to attract more residents due to remote work opportunities, broadband infrastructure, and the relative affordability of housing compared to other areas on Colorado's Western Slope.

While growth presents opportunities, it also brings challenges. These include maintaining the small-town atmosphere while adapting to new demands for housing, business development, and infrastructure. This plan provides a roadmap for achieving a balanced, sustainable future for Collbran.

Legacy and Character

INSERT INFORMATION FROM Plateau Valley Historical Preservation Society (PVHPS) AND COLLBRAN LIBRARY RESEARCH. LOOK FOR MATERIALS HERE:
<https://www.coloradohistoricnewspapers.org/>

Historic Resources

Downtown Collbran

Collbran had several recent streetscape improvements in their downtown area. Lighting, benches, planters, and public art line the short stretch that is Main Street. Two blocks in length, with historic buildings sprinkled alongside it, Main Street has been made more aesthetically pleasing, but also safer for pedestrians with light posts and benches serving as a barrier from the street. Local businesses front the street. Parallel parking is allowed everywhere, and every once in a while, drivers have to practice patience as cattle are driven down the street.

MORE ON THE STREETScape IMPROVEMENTS AND LINK TO THE DOCUMENT: [SGM asset inventory and capital improvements](#)

Collbran Auditorium

SUMMARY OF HISTORY AND CURRENT IMPROVEMENTS

The Collbran Auditorium, a century-old venue that continues to host community events.

Renovations are underway, and improvements are being made to ensure it stands for another hundred years. This building holds dear memories for folks that have been here for a while. With the right programming it is certain to be a beloved place for newcomers to make memories in.

Creek Frontage

A creek-front paved path runs along a stretch between the highway and the creek on the north side of town, but access to the creek is not an amenity the Town has highlighted much. The **Creek Frontage** area, though underdeveloped, holds potential for further placemaking and community-focused projects.

Corridors

Entryways into Town have large timbers welcoming folks, perhaps inspired by the timber entrance gates of large ranches that Colorado's Western Slope is sprinkled with.

Town Walking History Tour: <https://townofcollbran.colorado.gov/about-collbran/walking-history-tour>

Current Trends

Local and Regional Growth

Development has generally been slow in Collbran, but it is possible that remote work, broadband internet infrastructure, and a housing market that makes many other communities in Colorado unattainable for homeownership could draw additional residents to the area. The desirability of the community is certainly growing, as indicated in the community survey conducted as part of the planning process. Results showed that newcomers were plentiful considering the small size of the population and the large number of residents that have been here for decades.

INSERT RESULTS FROM SURVEY ON TENURE

ADD BBC DATA

Economic Patterns

Local employment has historically been in the ranching sector, with education as another common field. Collbran residents often commute for work, with many heading toward or to Grand Junction for their respective jobs. Grand Junction also pulls Collbran residents for various errands, shopping, banking, and for educational, cultural, and recreational activities. Grand Junction is the largest city on Colorado's Western Slope, so the amenities are plentiful and it's a regional hub for transportation- air, rail, vehicle. Grand Junction, despite its distance from Collbran, does influence the community. Economic Development in Collbran has many limitations relating to seasonality, proximity to source goods, the convenience of online retailers and a small, independent population to pull from as regular patrons. In some cases, local businesses expect passer-by vehicular traffic to keep the doors open. Additionally, the Town and local business owners aren't always on the same page, which makes some commerce harder for small businesses.

What we heard: Local businesses want to feel supported by the Town. Local business owners can feel discouraged by Town policies and regulations when there isn't obvious merit.



ADD BBC DATA

Affordability

Affordability is a factor of Economic Patterns, but influences come from much broader sources that are influences on a national scale, a state scale, and a western-slope scale. Cost of living factors such as housing, utilities, groceries, transportation, and healthcare services can create affordability challenges, but housing is a very crucial factor that indicates some of the challenges that exist today. This plan explores housing on a surface level but acknowledges that the phenomenon surrounding the national housing market has come from chronic shortage in housing development, generations of American societal norms that influence adults in this country to have their own homes for immediate family, and other deep-seeded and interconnected reasons that are now actualizing as a housing shortages and massive affordability gaps between earnings and housing costs. State and federal funding to address the shortage and affordability gaps have been immense but ultimately still struggle to move the needle on this issue.

<https://www.zillow.com/research/data/>

HOME VALUES FORECASTS

Zillow Home Value Forecast (ZHVF): A month-ahead, quarter-ahead and year-ahead forecast of the Zillow Home Value Index (ZHVI). ZHVF is created using the all homes, mid-tier cut of ZHVI and is available both raw and smoothed, seasonally adjusted. **ADD SOURCE AND DATA INFO**

Affordability in Collbran has been impacted by the broader housing crisis in Colorado. The average home price in Collbran has seen a sharp increase from around \$260,000 pre-pandemic to about \$380,000 today according to Zillow, a well-known and commonly utilized real-estate website. While housing remains more affordable compared to neighboring Mesa County communities, such as nearby Mesa, which now averages home prices of \$496,000, affordability remains a significant challenge.

The plan acknowledges that housing affordability is influenced by national and state trends and aims to address these challenges within the regional context of the Western Slope.

ADD BBC DATA

What we heard: Everything is getting more expensive.

Collective Concerns Snapshot

- Housing affordability and availability
- Unbridled growth
- Natural habitat destruction/ changes in the environment
- Loss of small-town feeling and heritage.

Community Development and Past Planning

The past planning work that Town has taken created a solid foundation to build this 2024 Comprehensive Plan on.

2020 Asset Inventory and Capital Improvement Plan

<https://townofcollbran.colorado.gov/asset-inventory-and-capital-improvement-plan>

[Explain Alignment with Plan](#)

2011 Comprehensive Plan

<https://townofcollbran.colorado.gov/planning-and-projects/2011-comprehensive-plan>

[Explain Alignment with Plan](#)

[Include Regional Plans? Mesa Together](#)

About the Plan

Role of the Comprehensive Plan

The Comprehensive Plan is intended to guide the community of Collbran toward accomplishing aspirations by defining goals and a vision for the future, and identifying the course of action the community could take to achieve the goals. The Plan makes recommendations about how the Town may progress over time, how it approaches growth and development in Town, and other important facets of the community like:

- Housing
- Transportation and Connectivity
- Economic Vitality
- Hazard Mitigation and Resilience
- Water
- Recreation and Tourism
- Energy
- Land Use

Role of the Three-Mile Plan:

The Three-Mile Plan is a tool for long-range planning. It provides guidance and factors that will help the community of Collbran consider its growth and future annexation. It can help the town consider if and when to annex, where, and how services might be provided to newly annexed areas. The Three-mile plan takes a proactive approach to planning for growth, instead of a reactive approach. It helps the town to be intentional, plan with foresight, and offers a level of comfort about town decision-making as it pertains to growth and services. Elements covered in the Three-Mile Plan include:

- Jurisdictional Coordination
- Balanced Development
- Environmental Preservation and Resilience
- Growth Considerations
- Energy
- Land Use

Statutes For Reference:

Three-Mile Plan: 31-12-105(e)

Municipal Annexation Act of 1965: 31-12-101, et seq.

Annexation Impact Report: 31-12-108.5

Authority

Collbran's Town Board of Trustees are responsible for the adoption of the Comprehensive and Three-Mile Plan.

About the Plan Process

Kick Off:

The following are notes from our Project Kick-off Meeting for the 2023 Collbran Comprehensive and Three-Mile Plan Project. The meeting was held on 14 November 2023 at the Collbran Town Hall and included a windshield tour of the town and surrounding area and a virtual meeting with the economic and demographic sub-consultant.

1. Introductions at Town Hall with staff.

Consultants Stan Clauson and Angela Kemp met with the Town Manager, Melonie Matarazzo, Public Works Supervisor, Mike Nichols, Finance Director, Karla Distel, and Administrative Assistant, Jenni Adams, at Town Hall for initial introductions.

2. Windshield Tour of Collbran.

Consultants went on a drive with the Town Manager and Public Works Supervisor. The intent was to view key issues relating to development, annexation, resources, etc. Among key areas reviewed and discussion points:

- Potential development site near the newer Water Tank No. 2 that may be the subject of a land use application.
- Collbran does not have a Community Development staff but has a consultant on call to review and advise on development applications.
- Development reviews outside of the Town limits are handled by Mesa County staff with the Town being a referral agency for comments.
- Significant capacity and availability of potable water in the Town water system.
- Water Tank No. 1 is adjacent to the water treatment facility which recently received a grant for a new roof.
- Water sources include springs on the north side of Buzzard Creek.
- Mike estimated that one million gallons of water are available per day.
- The rodeo grounds include stands and during the summer the grounds are utilized almost every day.
- The wastewater treatment facility is a lagoon-type facility in need of upgrade. The two-cell system is about halfway full.

- Broadband required 21 miles of fiber from I-70 and will soon be available to town.
- The relationship with Mesa County has been very good over the past several years, this should remain a priority in the future.

3. Meeting with Town staff at Town Hall.

The consultants met with staff to discuss administrative matters, review any revisions to scope of work and contract, confirm schedule of check-in meetings, public meetings, focus group meetings, associated deliverables, and adoption process. Key information points included:

- A bond issue passed that included a \$26 million grant for a new school. The new school will replace the original school for a more functional environment but will not include expansion at this time.
- State population numbers for the Town are difficult because the Job Corps facilities have included students in these numbers, but students were not in residence during the COVID pandemic.
- Melonie provided the names of the mayor, mayor pro tem, and three Town Board members, along with a bit of background on their employment and interests.
- The Town Marshall's office was discussed as public safety is now being provided by Mesa County deputies on a 30-minute response time basis. The assistant Town Marshall was drawn away by another job and the Town Marshall recently retired, leaving the office vacant. Providing local town police services at a reasonable cost for salaries is an issue.
- There will be potential elections for the Town Board in April 2024, but the petition closing date is approaching, and no new candidates have come forward. Generally, Town Board tenures are long and uncontested.
- On December 9th, the town will hold a public event called "Cowboy Christmas." The event includes a craft fair, parade of lights, a potluck dinner and dance. This would be an ideal time to provide an informational handout regarding the comprehensive plan project. The next community planned event will be around Memorial Day.

4. Virtual Meeting with Kevin Williams of BBC Consulting, the firm providing economic and demographic analysis as part of the planning project.

- Kevin discussed his background, the work of BBC, and their approach to obtaining data and trend information.
- Kevin stated that he was meeting with the State Demographer the following day and would discuss information on Collbran and the area.
- Melonie expressed concern about COVID skewing the census data for 2020 is appropriate since the Job Corps that houses 200-300 students on a nearby closed campus was forced to remain closed in 2020. Kevin will keep this in mind.
- Information on the Collbran Job Corps can be found at collbran.jobcorps.gov

5. Informal discussion with the mayor and Town Board members, followed by dinner and a formally convened Board worksession at 6 PM.

- Stan provided a preliminary review of a PowerPoint presentation intended for the Board worksession.
- The subject of a transportation system was discussed as it had appeared as a goal in the 2011 Comprehensive Plan. The Mayor indicated that he provided a van service or "Town Bus" to Grand Junction on the first and third Thursday of each month. The service was flexible with departure and return times geared to the needs of participants. Participants from outside the community also used the service from time to time. The van itself is aging and may require replacement.

- Other aspects of transportation generally include the quality of the highway system. Roads in the area lack paved shoulders and may be inappropriate for road bikers. CDOT takes a prescriptive easement, and it may not be feasible to widen the highways.
- The prior plan included some reference to a possible bypass road to eliminate oil and gas tankers going through town. It was determined that a bypass, even if feasible, could be detrimental to local business.
- The 2020 Capital Improvement Plan had a reference to planning for improvements or expansion of the Town Hall. Participants felt that it was likely off the table.
- Plans for the Downtown Façade improvements and the Plateau Valley School Master Plan were mentioned, these have been added to our reference materials since the meeting.
- Other key areas that might require capital improvement projects included:
 - Rodeo Grounds
 - Main Street
 - Auditorium
- The auditorium is undergoing renovations and asbestos removal. It will be an incremental project with a new roof as part of the initial project and interior improvements coming later.
- Hazard mitigation was discussed. These included wildfire and possible flooding, particularly with respect to a dam failure. The bridge at V-Road and Hwy 330 was discussed as a driving hazard.
- The need to diversify economically from rodeo and hunting as the basis for tourism was discussed. The potential for agricultural tourism and ranch retreats was discussed with reference to a web application called "Harvest Hosts." It was noted that this possibility could be the basis for convening a focus group.
- Other focus groups could include the ranching community and downtown business owners.
- Survey mechanisms for public input were discussed. A link to a web survey could be sent out with utility bills and postcards provided at public events. A paper survey should also be available for those who do not want to use computers or smartphones.

6. **Next Steps:**

- SCA will create a survey, webpage, and flyer or postcard for a handout at Cowboy Christmas to draw attention to the project. We will include a link address or QR code, plus paper copies of the community survey.
- Angie and Stan will upload our pictures of various town elements and resources from our tour (Lilac, Terrel, Gandi Park, main street, entryway, etc.) to our project folder.
- Work with Melonie to determine the various focus group contacts.
- Melonie will send us the various files and resources that can assist our background research:
 - School Master Plan for Plateau Valley
 - Downtown Façade Improvement Plan
 - Trail Plan?

Following a kick-off meeting with the Town Board of Trustees and a tour of Town with Public Works and Administration, the consultant team created a community survey for residents to share their thoughts about their community and provide their perspective on a variety of topic areas that this Plan focuses on. The survey was conducted virtually, with paper copies available at Town Hall.

Overall, the survey received 151 responses. A more robust summary of survey questions and responses is located in the Appendix.

The Community Survey revealed key themes:

- **Pride in Small-Town Character:** A shared commitment to preserving Collbran's rural charm and agricultural roots.
- **Need for Community Spaces:** Strong demand for more youth and senior activities, a recreation center, and community gathering places.
- **Infrastructure Needs:** Concerns over pedestrian and bicycle safety, road repairs, sidewalk maintenance, and drainage upgrades.
- **Business and Economic Development:** Desire for a reliable grocery store, childcare, and greater business support from the Town.
- **Placemaking:** Interest in enhancing downtown, preserving historic sites, and improving access to the creek.

In general, there seemed to be a shared pride and protection of the small town, its agricultural heritage, and the quiet and solace being in a small town offers. It was clear that the people of this community and surrounding area care deeply for Collbran and want the best for its future.

There was advocacy for more youth and senior activities, a community recreation center, additional community gathering places, and more community events. Some comments were about improvements that are needed: pedestrian and bicycle safety, walking paths completed, road repairs, sidewalk repair, attracting a reliable grocery store and childcare, drainage system upgrades, and outside help with business/economic development were all mentioned by respondents.

Several placemaking comments were made about highlighting the creek, improving the Rodeo Grounds, and continuing upgrading downtown. Comments and concerns about government transparency and fiscal responsibility were repeated. Several respondents noted that the purpose of the survey was not clear to the public. People asked for more information on the website, and they showed an interest in being involved in decision-making and afforded the opportunity to be involved and educated about the process. This is a hopeful sign of continued engagement throughout this planning process.

-Community and Stakeholder Engagement

Additional Community Engagement was launched after a summer meeting with a new Town Board of Trustees. With the Trustee's blessing, the Comprehensive and Three-Mile Plan effort was revived and firmly supported. It was clear to all that a revision of the Comprehensive Plan was necessary to stay relevant, provide up-to-date information, to serve as a long-term guide for regulatory actions, community programs, and informed community decision-making. The Trustees each showed interest and enthusiasm for the planning effort, especially with regard to community engagement.

Focus groups were created to discuss the various plan elements. These were assembled by the consulting team with the help of the Trustees, to target contributors that had a focus on or involvement with the discussion materials. The outcomes of these conversations are captured in

the various sections of this Plan. Please see the appendix for a detailed look at these meetings in the *Focus Group Summary*.

Focus group conversations continued throughout the fall. In August, the Town hosted a Community Cookout, an input event for the Comprehensive Plan that brought community members together to share a meal, catch up after a busy summer, and unwind at the park. It was a well-attended event and many of the conversations we had contributed to this Plan in very meaningful ways. Again, it was apparent that this is a community of caring individuals that wants to connect with neighbors and local government and that wants to have a say in how their town continues to develop over time.

Feedback from the Community Cookout was captured in multiple ways. The consultant team was in-person talking with community members, having them add notes to boards that were prepared for the event, writing postcards from the future to capture how they think Collbran might change (for better or worse), and how it might remain the same, with many respondents hopeful of that outcome.

Alternatives

Limited Growth, Moderate Growth, and Strategic Development

Alternative 1: Limited Growth

- Emphasize protection of agricultural lands and open space
- Limit new development to existing town boundaries
- Focus on agricultural tourism and heritage preservation
- Maintain current density patterns
- Prioritize conservation easements and land trusts

Alternative 2: Moderate Growth

- Allow targeted growth in designated areas
- Develop design guidelines to maintain rural character
- Create mixed-use village centers
- Improve infrastructure incrementally
- Balance conservation with economic development needs

Alternative 3: Strategic Development

- Identify key growth areas for housing and commerce

- Develop specific area plans for downtown, parks.
- Upgrade infrastructure for future capacity
- Create workforce housing programs
- Maintain agricultural buffers around development

Alternatives Analysis

Limited Growth, Moderate Growth, and Strategic Development

Evaluation Criteria For each alternative, assess:

- Fiscal impacts and implementation costs
- Environmental impacts
- Infrastructure requirements
- Community character preservation
- Economic development potential
- Agricultural land preservation
- Consistency with regional plans
- Regulatory framework needs
- Funding mechanisms
- Phasing strategies
- Intergovernmental coordination

[Clear maps and graphics for each alternative (LG: current town boundaries with infill focus, MG: ID annexation areas, SD: Annexation priority areas, infrastructure upgrades identified: school, path, water, wastewater, housing, etc.)]

Plan Elements

- **Housing**
- **Transportation and Connectivity**

(Discussion of Paths, Trails, Streets, Highways. Use Focus Group notes)

- **Economic Vitality**
- **Hazard Mitigation and Resilience**
- **Water**
- **Recreation and Tourism**
- **Energy**
- Land Use

Three Mile Area

- Vision and Values
- Jurisdictional Coordination
- Balanced Development
- Environmental Preservation and Resilience
- **Growth Considerations**
- **Energy**
- Land Use

Plan Elements

The following elements are central to the Comprehensive Plan for Collbran. They reflect the community's values and aspirations and provide actionable strategies for achieving Collbran's future goals.

1. Housing

Aspiration: Create and maintain a diverse, inclusive, and sustainable housing stock that meets the needs of all Collbran residents while preserving the town's rural character and supporting economic vitality.

Housing Stock Profile

- Predominant single-family detached homes
- Limited multi-family options
- Aging housing stock
- Few rental opportunities
- Mobile homes providing naturally occurring affordable housing

Key Challenges

1. Limited Housing Diversity
 - Gap in "missing middle" housing options, including limited options for downsizing seniors and insufficient starter homes for young families.
2. Affordability Concerns

- Rising housing costs relative to local wages with a limited rental inventory and high maintenance costs for aging homes
3. Development Constraints
- Limited available land within town boundaries paired with high construction costs is creates the biggest constraint. At the Town level, development regulations and capacity of infrastructure can limit or deters new development.

ADD INFO ABOUT HB24-1152 (ADUs) , SB24-174 (HNA)

PRO Housing through HUD, Prop 123, CHFA, etc.

Recap conversation with Margie Joy of CHFA

2. Transportation and Connectivity

Aspiration: Create a safe, accessible, and well-connected transportation network that serves all users, enhances quality of life, supports economic vitality, and strengthens connections within Collbran and to neighboring communities.

Transportation Network Profile

1. Street System
 - Main Street/High Street corridor has high-speed traffic, parking, and buffering concerns that have been partially mitigated by the reintroduction of local law enforcement and streetscaping.
 - Roads are rural connecting roads that have maintenance needs that could be collaboratively addressed with Mesa County Road and Bridge as well as CDOT. Collaboration is key because cost incurred can be enormous for this type of infrastructure.
2. Active Transportation
 - Limited sidewalk network
 - Informal walking paths
 - No dedicated bike facilities
 - Trail opportunities
3. Regional Connections
 - Access to Grand Junction
 - Rural highway system
 - Regional transit gaps
 - Emergency access routes

Key Challenges

1. Pedestrian Infrastructure

- ADA accessibility issues
- Seasonal maintenance???

2. Street Network

- Aging infrastructure
- Safety concerns
- Maintenance costs
- Limited funding

3. Economic Vitality

The Plan seeks to foster economic development by supporting local businesses, attracting new industries, and expanding job opportunities. It includes strategies for increasing access to broadband, enhancing small-business support, and attracting services like grocery stores and childcare.

4. Hazard Mitigation and Resilience

Collbran faces environmental risks such as wildfires and flooding. The Plan outlines strategies for reducing hazards, including improved infrastructure, flood control measures, and community education on preparedness.

5. Water

Protecting water resources is critical for Collbran's future sustainability. The Plan emphasizes water conservation, infrastructure upgrades, and ensuring that future growth does not outpace available resources.

6. Recreation and Tourism

Collbran's natural beauty offers ample opportunities for recreational development and tourism. The Plan advocates for the creation of new community spaces, recreational facilities, and tourism strategies that promote Collbran's unique assets while preserving its rural charm.

7. Energy

The Plan explores energy-efficient solutions for Collbran, focusing on renewable energy options, energy conservation programs, and local infrastructure upgrades to reduce the town's energy footprint.

8. Land Use

Smart land-use planning will guide future growth while preserving Collbran’s character. The Plan will prioritize compact, sustainable development in key areas while maintaining open spaces and protecting agricultural land.

Vision and Values

The Vision and Values section works to describe what we value about Collbran and the community we hope to foster in the future. The Community Vision for Collbran was gleaned from conversations with passionate residents, survey responses, stakeholders in our focus group discussions, online engagement, and leadership, including two seatings of the Town Board of Trustees. It is a visionary description of Collbran. The statement represents what Collbran is and can be, emphasizing the characteristics of the community that are most beloved:

Collbran is a small town that values its rural legacy and pace of life. There are annual community events and activities that bring residents together and create lasting memories. Collbran is a great place for families, with parks, playgrounds, programs and educational opportunities for kids. Collbran is a great place to grow older, with a tight-knit community feeling, neighborly nature, and a serene setting that inspires reflection. Our community is beautiful, safe, connected, comfortable, and sustainable. We will see changes over the years, but the character that makes us love living here will not be compromised by these changes. Instead, we will see more opportunities for the community to thrive by bolstering the things we hold dear.

EXAMPLE OF HOW WE MAY WANT TO FORMAT THIS SECTION:

Community Value #1 Small Town Identity

Community Value #2 Connected Community

Community Value #3 Healthy Environment

Vega State Park, The Grand Mesa, canyons, and unbroken swaths of agricultural land surround the Town of Collbran. The Town’s quietness, open space, and small size are factors that draw people here or influence them to stay. Collbran understands the importance of protecting the scenic quality of the area, the healthy of the natural ecosystems, the water: spring, creek, and ditch-fed, and the many, many acres of private land used for ranching, haying, and other agricultural operations. Public land is also abundant in the area. (INSERT PUBLIC LAND MAP)

Community Value #4 Supported Local Business Community

Community Value #5 Balanced Economic Portfolio

Goals and Desired Outcomes

In order to achieve Collbran’s Vision, strategies have been defined that aim to achieve a variety of Goals that relate to each distinct Community Value. Please consider that some of the strategies

may contribute toward enhancing multiple Community Values or Goals. In the Action Plan section, we will discuss prioritization and responsibilities to enact the strategies described here.

The Strategies to achieve desired outcomes are listed below each of the Goals below:

Community Value #1 Small Town Identity

Goal 1.1 Preserve Collbran's Heritage

- Promote and protect significant resources, sites and stories that capture the spirit of Collbran.
- Promote the ranching heritage and ranching-adjacent activities such as the rodeo events.
- Encourage designation of historic resource and the exploration of Certified Local Government designation, which has many benefits and resources to further this goal.

Goal 1.2 Be a Good Neighbor

- Promote friendliness, transparency, and collaboration at the government level. Fostering productive and respectful dialogue as the standard will help civic pride and community connectedness.
- Continue to strengthen and support community events and create new opportunities to collaborate with local businesses and residents to make community events even more memorable.
- Partner with other organizations to build capacity and support one-another. Formalize partnerships when appropriate.
- Lend a hand: help residents get involved in the public process and gain civic awareness and interest. Let there be an opportunity for a reciprocal relationship between residents and government.

Goal 1.3 Stay Small

Community Value #2 Connected Community

Goal 2.1 Get Connected

- Local government should encourage a collaborative spirit and become a connector piece between similar interests in Town.
- The relationship between residents and local government Administration and Trustees needs to be healed and improved.
- Broadband is reaching the Town, work to get residents connected.
- Infrastructure systems should cooperate with one another.

Community Value #3 Healthy Environment

Community Value #4 Support the Local Business Community and Workforce

Goal 4.1 Shop Local

- Whenever feasible, Town should source products, materials, and services locally.
- Conduct regular surveys with the business community to stay informed about the state of things and remain dynamic to support their needs.
- Consider participation in Colorado Main Street.

Goal 4.2 Build a Sustainable Economy

- Support local start-ups and small businesses.
- Support innovative and green industries.

Goal 4.3 Support Workforce Housing

- Create a more diverse housing stock that serves residents at all life stages and income levels by supporting the development of missing middle housing types like Duplexes, Townhomes and Accessory Dwelling Units (ADUs) or Cottage clusters.
- Partner with regional housing organizations to explore deed-restriction of units to remain affordable to pair with incentives like development fee waivers for affordable units.
- Maintain and improve the quality of existing housing while supporting appropriate new development through weatherization programs, energy-efficiency, or home repair programs that have state or federal funding available.
- Track housing performance metrics like production and housing needs.
- Monitor opportunities for capacity-building by tapping resources such as **State programs:** Division of Housing (DOH) grants, Colorado Housing and Finance Authority (CHFA) financing, Historic preservation funds, Energy/weatherization assistance or **Federal Programs:** CDBG funds, HOME funds, USDA Rural Development, Historic tax credits & **Private Sources:** Foundation grants, Employer contributions, Private investment and Non-profit partnerships

Community Value #5 Balanced Economic Portfolio

Goal 5.1 Modernize for Resiliency

- Consider the long-term impacts of new and emerging economic industries.
- Consider the relevance of marketing, virtual presence, digital footprints.

Action Plan

These sections will guide the Town in prioritizing tasks, identifying stakeholders, and creating a timeline for actions and ensure that the Comprehensive Plan is actionable and focused on achieving the Community Vision.

Recommendations for Collbran

Based on the community engagement and the findings of the Comprehensive Plan, the following recommendations have been developed. These recommendations are organized by key focus areas and will serve as a guide for the Town as it moves forward with its long-term development. The Recommendations in this section have been carried into the Action Plan for Implementation.

1. Housing

- **Encourage Affordable Housing Development:** Work with local developers, non-profits, and state/federal programs to incentivize the construction of affordable housing units for families, seniors, and workforce residents. Consider zoning adjustments to allow for more diverse housing types.
- **Support Homeownership Programs:** Partner with regional and state housing authorities to create programs that help residents access homeownership opportunities, particularly for first-time buyers.
- **Preserve Existing Housing Stock:** Provide support for home repairs and upgrades to preserve the affordability and safety of existing homes. This could be through grants or low-interest loan programs.

2. Transportation and Connectivity

- **Expand Pedestrian and Bicycle Infrastructure:** Complete and expand walking paths and bike lanes to ensure that residents can safely walk or bike throughout Collbran. Prioritize connections to key areas, such as the downtown, parks, and schools.
- **Improve Road Safety:** Address roads that need repair and ensure that new development takes into account the safety of pedestrians and drivers alike. Work with the Colorado Department of Transportation (CDOT) for road improvements where necessary.
- **Enhance Connectivity to Nearby Communities:** Strengthen the connections between Collbran and nearby Grand Junction or Mesa County by improving signage, developing safe travel routes, and advocating for better regional transportation options.

3. Economic Vitality

- **Support Small Business Development:** Collaborate with local business owners to create programs that reduce regulatory barriers and offer incentives to open or expand businesses in Collbran. Consider offering tax credits or small business grants.
- **Attract Key Services:** Focus on attracting childcare facilities, and healthcare services to address the needs of residents. Work with regional service providers and retailers to explore the feasibility of expanding services to Collbran.
- **Leverage Tourism:** Develop a tourism strategy that focuses on the town's unique agricultural heritage, natural resources, and recreational opportunities. This can include developing tourism amenities such as signage, guided tours, or events that highlight Collbran's history and natural beauty.

4. Hazard Mitigation and Resilience

- **Enhance Emergency Preparedness:** Invest in community education about emergency preparedness, including wildfire and flood response plans. Provide resources and training for residents and local businesses to mitigate hazards.
- **Upgrade Infrastructure:** Ensure that Collbran’s infrastructure (roads, drainage, utilities) is resilient to potential natural disasters. Work with engineers and FEMA to identify areas that require upgrades or improvements.
- **Create a Comprehensive Flood Mitigation Strategy:** Develop and implement a town-wide flood management strategy, particularly near the creek and areas susceptible to flooding. This could include floodplain mapping, infrastructure enhancements, and floodplain preservation.

5. Water

- **Water Conservation Initiatives:** Implement programs that encourage water conservation, such as incentives for water-efficient appliances or landscaping, and educational campaigns about sustainable water use.
- **Upgrade Water Infrastructure:** Ensure that Collbran’s water supply system can support future growth. This includes replacing aging pipes, improving water storage, and exploring water recycling options if feasible.
- **Protect Water Quality:** Strengthen policies that protect the town’s water resources from contamination, especially near agricultural areas. Engage in discussions about best practices for land use and agriculture to prevent runoff.

6. Recreation and Tourism

- **Develop a Community Recreation Center:** Work with local organizations to develop a space where residents can gather for recreation, meetings, and other activities. This center could offer indoor facilities for sports, classes, and community events.
- **Expand Outdoor Recreation Opportunities:** Build upon Collbran’s natural assets by creating more opportunities for outdoor recreation such as hiking trails, parks, and outdoor gathering spaces. Promote recreational tourism to attract visitors year-round.
- **Leverage Rodeo Grounds:** Continue to upgrade the Rodeo Grounds and explore the potential for year-round events that could bring people to Collbran, including festivals, competitions, or public gatherings.

7. Energy

- **Implement Renewable Energy Solutions:** Explore the feasibility of adopting solar power, wind energy, or other renewable sources for both public and private buildings. The Town could offer incentives for renewable energy installations.
- **Energy Efficiency Programs:** Provide programs to help homeowners and businesses improve energy efficiency through insulation, appliance upgrades, and energy-efficient heating and cooling systems.

8. Land Use

- **Smart Growth Planning:** Focus on compact, mixed-use development in and around downtown to promote walkability and preserve the town's rural atmosphere. Limit sprawl and protect agricultural land.
- **Create a Clear Zoning Plan:** Revise zoning codes to align with the goals of the Comprehensive Plan. This includes zoning for affordable housing, business districts, and conservation areas.
- **Preserve Agricultural Land:** Promote policies that help preserve Collbran's agricultural lands and protect them from development that could disrupt the town's agricultural heritage.

Implementation Plan

The implementation of the Comprehensive Plan will require a coordinated approach involving town leadership, local stakeholders, and community members. The following implementation framework outlines action steps, responsibilities, and timelines to achieve the recommendations.

1. Timeline and Phases

The implementation plan will be broken into three phases: **Short-term (1-3 years)**, **Mid-term (3-7 years)**, and **Long-term (7+ years)**.

Short-Term (1-3 Years)

- **Finalize the Housing Strategy:** Develop zoning adjustments and incentives for affordable housing development. Partner with developers and housing authorities.
- **Pedestrian and Bicycle Pathway Improvements:** Complete critical gaps in the walking and biking infrastructure, particularly around downtown and key community areas.
- **Economic Development Incentives:** Introduce programs to support small businesses and attract key services (e.g., grocery stores, childcare).
- **Public Awareness Campaigns:** Launch community education campaigns on water conservation, emergency preparedness, and energy efficiency.

Mid-Term (3-7 Years)

- **Community Recreation Center Development:** Begin planning and securing funding for a community recreation center.
- **Rodeo Grounds and Outdoor Recreation:** Enhance the Rodeo Grounds and develop additional outdoor recreational facilities.
- **Infrastructure Upgrades:** Focus on improving roads, drainage systems, and utilities to support future growth and resilience.
- **Tourism and Placemaking Initiatives:** Develop tourism strategies and place-based marketing campaigns, focusing on the town's heritage and outdoor offerings.

Long-Term (7+ Years)

- **Water Infrastructure and Sustainability:** Begin implementing major water system upgrades to accommodate future growth and ensure long-term sustainability.
- **Renewable Energy Projects:** Assess and implement renewable energy solutions for the Town's public spaces and infrastructure.
- **Land Use and Zoning Adjustments:** Revise zoning codes to reflect the town's growth strategies and ensure that land use decisions align with the town's vision of maintaining a rural character while accommodating new development.

2. Roles and Responsibilities

- **Town of Collbran Board of Trustees:** Overall responsibility for overseeing the implementation process, ensuring alignment with the Comprehensive Plan, and making necessary policy decisions.
- **Town Administrator and Public Works:** Responsible for infrastructure upgrades, planning, and coordination of projects such as roads, water systems, and parks.
- **Economic Development Committee:** Focus on supporting local businesses, attracting new services, and creating economic opportunities for residents.
- **Community Volunteers and Focus Groups:** Continue to engage with the community for feedback, support, and to assist in specific projects like events or public awareness campaigns.

3. Funding and Resources

Implementation will require financial resources, which can be sourced from:

- **Grants:** Apply for federal and state grants for infrastructure, energy efficiency, and community development projects.
- **Public-Private Partnerships:** Collaborate with local businesses, developers, and non-profits to pool resources and share responsibilities for certain initiatives.
- **Town Budget:** Allocate town funds for immediate and ongoing projects, especially those related to local infrastructure and public services.

Definitions

Appendices

- Existing Conditions Summary

BBC FULL REPORT

- Technical Memos

KLJ

SGM

- Community Survey Summary

SUMMARY IS IN THE SERVER

Bibliography:



January 27, 2025

To the Board of Trustees and Management
Town of Collbran, Colorado
P.O. Box 387
Collbran, Colorado 81624

We are pleased to confirm our understanding of the services we are to provide the Town of Collbran, Colorado for the year ended December 31, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Collbran, Colorado as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the Town of Collbran, Colorado’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Collbran, Colorado’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis
- 2) Budgetary comparison information for major governmental funds
- 3) Schedule of Changes in Net Pension Liability/Asset
- 4) Schedule of Contributions to Pension Plan

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Collbran, Colorado’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor’s report on the financial statements:

- 1) Combined statements for non-major governmental funds
- 2) Budgetary comparison information for non-major governmental funds
- 3) Budgetary comparison information for enterprise funds
- 4) Local Highway Finance Report

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Collbran, Colorado's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Other Services

We will also assist in preparing the financial statements of the Town of Collbran, Colorado in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

The audit documentation for this engagement is the property of Blair and Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or their designees. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Blair and Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulatory agencies or their designees. The regulatory agencies or their designees may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Brian Blair is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$14,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the Town of Collbran, Colorado's financial statements. Our report will be addressed to the Board of Trustees of the Town of Collbran, Colorado. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Town of Collbran, Colorado and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Blair and Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the Town of Collbran, Colorado.

Management signature: _____ Governance signature: _____

Title: _____ Title: _____

Date: _____ Date: _____



Karla Distel <finance@townofcollbran.us>

Fw: Town of Collbran Election

1 message

Judy Egbert <GovPro@outlook.com>
To: Karla Distel <finance@townofcollbran.us>

Wed, Jan 29, 2025 at 8:12 AM

Karla, this is my written correspondence with the County. Feel free to share it as you see needed.

Judy

From: Judy Egbert <GovPro@outlook.com>
Sent: Sunday, January 19, 2025 9:19 AM
To: voter.info@mesacounty.us <voter.info@mesacounty.us>
Subject: Town of Collbran Election

Good Morning,

I am serving as DEO for the Town of Collbran's recall election. Can you send me the voter list for the town? As you know, with recalls the timing is accelerated greatly. If you send the entire list now (including UOCAVA) then I will only need to ask for a supplemental list in early March. They have set the election day for March 25.

I'm attaching the Resolution appointing me should you need that.

Thanks so much!

Judy Egbert
GovPro Consulting
719/580-9357

 **reso appointing deo.pdf**
70K

(0:01 - 0:52)

Call to order. I'll call, please. Thank you, Trustee Zents.

(0:53 - 0:55)

Present. Trustee Evans. Here.

(0:56 - 0:59)

Trustee Winkleback. Here. Trustee Price.

(1:00 - 1:02)

Here. Mayor Wilcox. Here.

(1:03 - 1:25)

Let the record show all are present. Thank you. Any change in the relations to the agenda? I would like to recommend that we move items 15 and 16 to be moved to after items 9. I would support that.

(1:28 - 1:34)

Yes. I make a move that we move items 15 and 16 after item 20. Second.

(1:38 - 2:21)

We have a motion and a second. Is there any further discussion? OK. Are we ready for a vote? The only thing that I had to say is just like what happens at Washington with everything that's coming up with the recall and such, I think that the executive session probably needs to be handled by the incoming board.

(2:24 - 4:07)

And that's, I mean, whether I'm on that board or not. We never know what's going to happen. Sorry about that, everyone.

(4:07 - 4:23)

I don't know exactly what happened. OK, a person who's not on the agenda, please limit your comments to three minutes and address your comments directly to the mayor. Identify yourself by name and address.

(4:24 - 4:48)

When making comments, comments should be courteous, civil, and constructive. Town board will make no decisions nor take action except to direct the board or direct the town manager. The first we have, I don't know if it's, and that's Steve McLeod.

(4:52 - 5:01)

Thank you. Good evening, board, trustees, mayor, and the Coburn staff. My name is Theresa Wilcox.

(5:01 - 5:23)

I'm at 808 Wagon Road Court, Coburn, Colorado. I maybe think I should have gotten this on the agenda. I would like to get resolution regarding our TAP fees that we went through the previous board to get resolution on that because we did pay half of the surveillance on that to have them surveillance the land and all.

(5:25 - 5:36)

So I would like to get resolution on that. From my understanding, we don't have TAP fees and we should have had TAP fees. When Edith Ann Powers was involved, they signed the plats along with Mark Sullivan.

(5:36 - 5:59)

I'm trying to get a hold of Mark Sullivan in Hawaii. Otherwise, if I can't get this resolved in the next two weeks, I will go to the state of Colorado Attorney General's office and file a formal complaint. And any other complaints that the employees, not employees, any complaints that these residents in the town of Coburn have, that's what they need to do.

(5:59 - 6:15)

They don't feel like it's getting addressed. They need to go ahead and contact the state of Colorado Attorney General's office and issue a formal complaint, grievance, whatever you'd like to call it. So I'd like to see some type of resolution, Mr. Mayor, in the next couple of weeks.

(6:17 - 6:28)

If that's at all possible. If not, if the attorney can contact me, I would appreciate it so I can get resolution regarding this. I'm going to need to add that to the agenda.

(6:30 - 6:45)

I dropped off the plats to this floor before the election. And as you say, it was not our idea to begin with. It was the town that came to us.

(6:46 - 7:01)

And then everything was approved, finalized. And then the very next meeting, which was June 1st. I personally feel that we were taken advantage of.

(7:01 - 7:09)

We did pay for half of the survey. Yeah, that's just not right when you come in and you deny that. So that's how I feel about that.

(7:09 - 7:14)

That's why I said I'll take the next due process. I need to be on the agenda. It was the town's idea.

(7:15 - 7:26)

The town approved it. The town ordered the survey. There is a legend on the survey that shows that it wasn't an agency before.

(7:26 - 7:41)

The only reason it's something like that was because it wasn't approved and we did sign the parent law. So, yeah. Because I feel like we're just getting to run around and keep bringing that up and on once a year.

(7:41 - 7:55)

So I'd like resolution on that. I guess the other two items I have, I'll go ahead and get a hold of the town manager and get it on the agenda for next month. And then go from there.

(7:55 - 8:03)

I would like to speak to them if I could. You can contact me directly. Thank you very much.

(8:08 - 8:16)

You do? It said he's here. OK. Wilson, are you in now? Yes, I'm here now.

(8:16 - 8:24)

I'm sorry, I just turned my camera off during comment, so I wasn't distracting folks. No, you're fine. We are having Zoom issues.

(8:24 - 8:45)

So definitely let me know if you get popped up again. OK, item number six. We're going back to the November 2024 and December 3rd, 24 minutes for approval.

(8:47 - 9:35)

So I suppose I'm here. Thank staff for going through these again, trying to attribute the speakers during the discussion. For the future, to make it easier, I would request that the audience members, if they are speaking and not coming up to the podium, they should always identify who they are, because it's very difficult to decipher who is speaking out in the audience.

(9:35 - 9:51)

And if you come up to the podium, the microphone can pick that up. And also, you can identify yourself that way. But I would move to approve the minutes from November 5th and the minutes from December 3rd, 2024, as covered.

(9:51 - 10:18)

I would second that. OK, we have a motion and a second. Any further discussion? The only thing that I would like to add to that is, while I was in North Carolina and Jessica was acting as Mayor Pro Tem with what happened in the audience, if the audience has something to say, we need to get on with three minutes, or if it's going to go, it's one thing when it comes to the board.

(10:19 - 10:49)

It's another one that starts going in between people that are in the audience. So if there needs to be discussion or different ideas, whatever, then the audience, I would ask that they'd be courageous enough to go ahead and take it outside, because it's not directly to the town board. I mean, as a town, we want to hear from our constituents.

(10:51 - 11:14)

But it also messes up the recording to those that are speaking and the things that are on the agenda. So that's something that I would ask for and appreciate. Jenny, would you take roll call? Yes, ma'am.

(11:15 - 11:25)

Trustee Price? No. Trustee Winkleblack? Yes. Trustee Evans? Yes.

(11:26 - 11:33)

Trustee Zients? Yes. Mayor Wilcox? No. Thank you, motion passed.

(11:38 - 11:59)

OK, the approval of monthly financial report for December 2024. I move that we approve the monthly financials as presented. I'll second the motion.

(12:00 - 12:17)

OK, we have a motion to second. Is there any other discussion? I did not have time. I would like my packet, if possible, by Friday so that I have an adequate time to study and read everything.

(12:17 - 12:46)

And that's why I'm not approving tonight. I need more than 24 hours to read all the packets. There again, it goes back to almost, and I hate to bring up what's happening in Washington, but I was deciding to get our budget done with 1,500 pages where we'll give them to them all in one shot, and they're all expected to be able to follow it.

(12:46 - 13:14)

And then, boom, it got cut down to 150 or something so we can keep our government rolling. But as you know, that can affect even the job court. It's probably one of the best in the country, and I hate to say it, of course, it's not new age, but at any rate, I think we all need adequate time to study those.

(13:14 - 13:56)

Fortunately, this one's 65 pages, so if you get hit with a couple of hundred pages, there's a lot of... And I've talked to Sarge, I've talked to... Mr. Mayor, is this germane to the motion at hand? You know what, it isn't. But all I'm saying is that's why I voted no as well. So I guess I should have taken some time during the three minutes.

(13:56 - 14:14)

There's several things that I... Can I call for the questions, please? You may, but I would appreciate it. I don't interrupt you, and I'm not going to argue with you, so... We have a motion on the floor, and you're... So there's no need for further discussion. No.

(14:14 - 14:20)

Okay. May we have a vote, please? Yes, sir. Trustee Winkle-Black? Yes.

(14:21 - 14:28)

Trustee Zents? Yes. Trustee Evans? Yes. Trustee Price? No.

(14:29 - 14:54)

Mayor Wilcox? There is one thing I would like to discuss because it was brought up by several of the town members. We are in the middle of a vote, you didn't... I'm not running a meeting, okay? We are trying to follow our procedure. Doing the same thing that we finally told me to do.

(14:54 - 15:14)

I'm not going to sit here and argue with you. If you want to take a five-minute recess and think about it, that's fine, that's what I'm going to do. Mayor Wilcox, I just need a yes or no or an abstain for minutes purposes.

(15:15 - 15:43)

He left the room, so... He left the room, so we're in a vote. He, I believe, called for a five-minute recess. Melanie, hold on one second.

(15:43 - 16:01)

I think I hear a smoke alarm going off in my house. I was trying to get my mic, but apparently it's on. I'm not sure.

(16:01 - 18:20)

Yes, thank you. Doesn't anybody have a good joke to start the year off? That's a good joke. You're welcome to correct me after I've finished my sentence, but I do not appreciate, I do not feel it's respectful to interrupt somebody while they're in the middle of a sentence.

(18:25 - 18:59)

The only thing that I wanted to ask was what the community was asking about, and it's not my concern. Well, it is my concern. I don't have, it might not be an issue with me, but there was quite a few people that wondered or wanted to itemize this one word, Christmas ornaments, \$4,500, and what did we get other than what they noticed was a couple of snowflakes and a blowout.

(19:01 - 19:40)

So whether we got some stuff and it didn't get put up because of circumstances, I would certainly understand that, but that's what I'm being asked. And the time to ask that question is before the vote, not during the vote. Mayor Wilcox, should I redo the entire vote or just ask for Mayor Wilcox's? Mayor Wilcox, I will just ask for your vote.

(19:40 - 19:47)

I have votes for everyone else. Okay, then I'll say no. Thank you, motion passed.

(19:50 - 19:58)

Number eight, approval of resolution one, series 2025. Oh, excuse me. Thank you.

(20:03 - 20:22)

Number eight, approval of the annual liquor license renewal for the Colburn Cafe. Any discussion? No. Brittany Miller, owner of Colburn Cafe, is here for my annual renewal.

(20:23 - 20:37)

She's got a lot of permits and paperwork and other things. I have a question regarding question number four. Just wanting to make sure that you answered that correctly.

(20:38 - 20:50)

We corrected that today when she came in. I don't know, but I did correct it. So the answer is no.

(20:50 - 21:08)

Thank you. What else did we think? No, unless you want to ask her any questions, you guys are certainly welcome to. Have you had any refractions this year? No.

(21:09 - 21:30)

I have talked with law enforcement, but nothing official just hearsay through some people. But we've been in communication and talking and working on some stuff. I move we approve the annual liquor license renewal for the Colburn Cafe.

(21:32 - 21:45)

I second. We have a motion and a second. Is there any further discussion? Hearing none, may we have a vote, please? Yes, sir.

(21:45 - 21:52)

Trustee Evans? Yes. Trustee Zents? Yes. Trustee Price? Yes.

(21:53 - 21:59)

Trustee Winkleblack? Yes. Mayor Wilcox? Yes. Thank you.

(21:59 - 22:30)

Motion passed. Number nine, approval of resolution number one, series 2025, a resolution of the Board of Trustees in the town of Colburn, Colorado, reiterating a regular time and date for the regular meeting of the Board of Trustees and a permanent place of notice. So if anything, thank you.

(22:30 - 22:55)

This is done yearly on the first meeting of the year, setting the dates for the meeting. I did not change anything from previous years, and I'm bringing it forward. As far as the resolution, it says that workshops will be scheduled as needed.

(22:55 - 23:31)

And then our meeting dates says there are no scheduled work sessions on the third Tuesday. I would encourage us to do away with the scheduled work sessions and use them as needed. And I would also encourage the Board to consider moving the meeting to 7 p.m. so that people who work in town can get off and apply for work, attend meetings, or... What was the second thing you said? Move the meeting time to 7 p.m.? Mm-hmm.

(23:32 - 23:50)

And that puts it a year later. Mm-hmm. Some spot meetings are usually 30 or 9, but it's here until 10, and that would hinder folks who have kids who want to be here, family and stuff, and staff that has to stay that extra hour to be here.

(23:51 - 24:06)

There's also many citizens that would like to attend but can't make it here by 6. It used to be at 7 o'clock. For a long time. And there was a lot of meetings that were actually shorter than what we've had here.

(24:09 - 24:14)

Just from past experience. And the year we came on the Board before. Mm-hmm.

(24:15 - 24:38)

I'd also like the resolution to read that it will be on the bulletin board outside the Town Hall. This one that's right out there? Yes. It does say that it will be on the website and at Colborne Town Hall, but it's outside.

(24:42 - 24:54)

Section 2 says public notice shall be posted at the Colborne Town Hall. Section 2. Inside or outside? It's always posted on that board right here. It's always posted.

(24:54 - 25:04)

I'm asking that it be put in writing that it's posted outside. It is always posted, both inside and outside. It won't work to add it to the resolution.

(25:05 - 25:22)

That's up to everybody. So you want the wording to read that it's posted inside and outside of that resolution? That's too easy. I don't like to disagree with you.

(25:24 - 25:43)

But also in this one, do you see Section 1, Gary? It says that conduct special meetings and work sessions as needed with proper notice. And this specifically says there are scheduled work sessions. They're a conflict.

(25:43 - 25:58)

And this is something that brought up last year as well. I say we have special meetings scheduled as needed just as the resolution states. Not have them scheduled every month.

(26:00 - 26:14)

February 3rd. February 3rd, Tuesday. Could we change the wording to say work sessions may also be scheduled on the third Tuesday instead of are scheduled but say may.

(26:16 - 26:26)

We've got the dates listed so people know when the third Tuesdays are. That's how I read it primarily. If we had work sessions, these would be the dates.

(26:26 - 26:35)

And so they're already there. I'm chatting into a schedule. That's never seemed to be a problem.

(26:36 - 27:02)

A work session is scheduled if something comes up. So if something comes up the first Thursday, we can schedule a work session within 24 hours. I don't disagree from the standpoint we could change the wording and say there may be scheduled work sessions on the third Tuesday or maybe.

(27:04 - 27:17)

Right now there are also scheduled work sessions on the third Tuesday of the week. So we could say there may be. There may be work sessions on these dates.

(27:18 - 27:27)

Just in case you need to change them. The resolution doesn't indicate any dates. It just says the first Tuesday is the regular meeting.

(27:29 - 27:38)

And the other meetings may be scheduled as needed. But then it says they are scheduled. You're right.

(27:38 - 27:53)

There may be. This is posted here on the outside. The way it's here it looks like there is a work session instead of maybe or possibly.

(27:55 - 28:08)

And you really wouldn't have to list the dates if you said it would be on the third Tuesday of each month. We wouldn't even necessarily have to have this form. You don't have to list the meeting dates for the first Tuesday either.

(28:08 - 28:21)

That form is not part of the resolution. That was a courtesy for you to be able to put it in your calendar. We will change it and take the third Tuesdays off.

(28:21 - 28:51)

But I don't believe it specifies in the resolution does it? Am I reading it wrong? No. This list is just a courtesy to get it done. I would move that we accept the resolution as presented or with the amended statement inside and outside.

(28:58 - 29:29)

I guess it all depends upon the trustee. When I was on the school board we did change our meeting from 6 to 7 because of that reason allowing people to come who work down below to be here in time for the meeting. The only thing I have to say for the most part that makes sense but also I never anticipated meetings going to be 3 plus hours so it kind of puts a period of 10, 11 o'clock at night so that's a considerate way forward.

(29:29 - 29:43)

It's not that you have to be here for my convenience but just be aware of the fact that we changed it. I don't have a problem with that. As an audience it's going to put you if you want to be here you're probably going to be here 10 o'clock.

(29:47 - 30:06)

I don't have a problem with changing the meeting time I don't know about the other trustees. I don't have a problem with changing it. It's just a past experience I guess.

(30:07 - 48:55)

No problem with 6 either. My motion is out there to leave it at 6pm. I believe we have a motion do we have a second on the table? The motion was to as written with adding inside and outside inside and outside and we're going to change it there may be work that needs to be scheduled that's this document got it one second 6pm so we have a motion second no further discussion may we have a vote please? Yes sir Trustee Zents? Yes Trustee Price? No Trustee Winkleblack? Present Trustee Evans? Yes Mayor Wilcox? Yeah Thank you motion passed Number 10 approval of services agreement with Judy Egbert of GovPro consulting LLC to provide designated election official services in conjunction with the anticipated special recall election for the amount of \$7000 Was this the only price we came up with? Did you talk to Mesa County about helping out with this? Mesa County cannot help out right now You did talk to them? I did This includes all of the electing costs or no? This is just their contract? No Then we have our property printing in addition to this you would have printing costs mailing costs the judges It could be up to plus this amount if possible I thought that

was a town clerk's job It is not recommended that the town clerk handle the recall elections that's through CML and the municipal clerks association Always been recommended by CML and the municipal clerks association Someone just had a recall election and it cost \$2000 I don't know why I think that I suspect one of the reasons for having this recall is also a no I'm not a conflict of interest but a referendum on the town manager I think that it is in her best interest as well as the town's to have someone outside of the town run the recall election That's why you hire judges I think that's also why we hire that we have someone outside of the town to do the recall election as well I disagree I think our clerk is very capable of doing it and this is a \$7000 bill that's not necessary Well this whole process to community members seems unnecessary Well not to the ones who signed the petition That's a small number As I said I think that this recall is not only a recall of two people but it's a referendum on the administrator and I think that it's in her best interest as well to not be running the election I think it's a necessary expense of \$7000 Well I appreciate your perspective Suzy I know you're a member of the community but there are only so many people in the town that are residents that have the right to bring up a recall election It's a great thing that there are so many of us who contribute all over the Plaza Valley and to the people of the town and we do care about what happens in this town and how it's impacting our whole community What is going on here is just absolutely sad It really is It's destroying our community and we do care whether we live in town limits or not This is not the first go around that wasn't easy It's a very painful process for a lot of people Other people in the town do have the right to There's been a lot of expense attached to this whole process and if we're going to dispute \$7000 here with the money we spent already for this whole recall process then it's not over There has to be a revolution here Well I would motion that our town clerk handle the recall election and we not elect or not use Go Pro Consulting LLC to provide the election official services I just don't think it's in the manager's best interest That's what judges and watchers are for Those checks and balances That's what they're there for I think you can appreciate in this particular situation not being the only person to do your job That's part of the job of the clerk I'm not saying do your job I think it's more of a manager's job I think in this situation this is true You're asking the town clerk to officiate over basically a situation that end goal we all know is clear I mean it's the elephant in the room We can call it out The end goal then facilitates an outcome that is undesirable for that person So \$7,000 so that we don't hurt somebody's feelings Is that what you're saying? We had a problem with the project that should have been discussed during the budget meeting These concerns were brought up before I know I'm speaking out of turn but I heard that in the December meeting other people ran the meeting like crazy so apologies if I'm breaking the rule right now but I'm a little frustrated that we're complaining about \$7,000 right now to fire a woman that you're asking to then be the final voice on an election and to see what they win and you're not going to probably play here? For me it's not about firing a woman Let's see This was about a year ago It's not serious I do understand Oh no, you know why And it's 32 votes Don't make it a lot bigger It's 32 signatures Not anymore You all became whiter than me Do you still live in the town? I sure do No I'm sure I can't But you're going to I do believe that With the entire petition that was put forward there was an insinuation that the town board was run by the town manager and if there's no success in terms of this recall these ladies who could not be recalled in my opinion if they are not recalled then I anticipate if we let Melanie do the job Mrs. Montiel also did the job then I hear the crime rule So I think it needs to be objective so that nobody can come back and say the result of the election one way or the other was not objective and we hired this individual to do the

(48:56 - 49:14)

So are the lawyers dialing this in already pretty much? It's just kind of finalizing some of those finer details that we're looking at. So the attorneys would have some documents for us to talk about it together? Yes. My understanding is once the water line is in, it would be kind of a challenge.

(49:15 - 49:30)

The water line to maintain. Unfortunately, we didn't pay back for the grant from the school. So I don't know if it needs to be more complicated than it already is as far as expenses.

(49:36 - 50:10)

That goes. We have kind of formed a committee to work on the water line, like a working committee. Is this something that that committee could work on better? To have it be a smaller group as they're moving forward? Or is it the will of everyone to have another meeting with everybody? I am coming to you with just that big direction.

(50:10 - 50:38)

But I believe you were on that and the mayor, right? And Lorraine and the mayor. So if we would like to do it that way, I am open to bring whatever to the school board, to the attorneys. We can just have the attorneys work this up and just bring you their stuff.

(50:38 - 50:47)

And I'm OK with that. I think we saw a lot of discussions prior to this in working through the last few months. I think we have a good idea.

(50:47 - 51:05)

And it is, I think, getting that legal verbiage put in place and have documents. And if they're working together, I'm OK with that. And for me, ownership and long-term maintenance of the water line, it's standard that that goes to the town.

(51:06 - 51:21)

And the aspects of the construction, they're working on that now. I'm not sure that there's really anything that we need. Having the whole group discuss it rather than the attorneys discuss the legal stuff, I don't think there's any advantage to that.

(51:22 - 51:38)

And if the school board has any preferences to what they... It's just coming to you for direction. OK. Yeah, I don't think we need to put too many fingers in the pie and create more paperwork for... Meetings.

(51:38 - 51:50)

Meetings. Well, I think the water line is delayed, though. But the attorneys figure it out so we don't have to get a bunch more invoices from different contractors running on and down the line.

(51:50 - 51:58)

Agreed. Sounds good to me. My biggest concern is that the town has ownership and is responsible for the maintenance.

(51:58 - 52:16)

We will be, yes. Now, once the line is in, is it going to be a standard contract that there's only going to be a one-year warranty on that line from the contractors? I do not know warranty on the line. We are not the builders.

(52:17 - 52:28)

Right. That's something the attorneys probably should discuss. I can add that to the list of discussion points for my conversation with David Price.

(52:30 - 53:02)

I know there's a lot of homes built. There has been in this town that once the home is built, whether it's plumbing or otherwise, they have a year's warranty, and the water line breaks, or the sewage goes out, as long as it lasts a year, then the contractor should... Or whatever the standard warranty on this type of construction is. It may be longer than a year.

(53:03 - 53:12)

Okay. It's a major project with some pretty heavy duty stuff, so I'd like to clarify the warranty, I guess. Okay.

(53:12 - 53:25)

I can ask them about that. Okay. Ms. Monroe, do you have your direction? I've got it.

(53:28 - 53:37)

I'm giving it to Wilson. I'm giving him my direction. That's... We don't need an actual motion on that.

(53:37 - 53:41)

We've got sufficient direction, so we're good. Yep. Okay.

(53:44 - 54:02)

Directions of the board regarding steps for awarding discretionary funds from 2025 budget. Again, we have discussed this and had not picked a date. I was contemplating the work session that's on the third Tuesday of the month.

(54:03 - 54:20)

Those have been taken off the table, so whenever you guys would like to have them come in and give their presentations, you let me know. Okay. There's no reason not to do it on the third Tuesday of this month.

(54:21 - 54:31)

Oh, my goodness. The 21st. How many do we have? Yeah, around 10.

(54:31 - 54:47)

So we could do it in one meeting. We could. I would like to see them come in and give a presentation, because I don't recall if the ask was more than what we budgeted.

(54:49 - 55:04)

There were a couple of asks that were ranges. Yeah. So if you need to make a decision, I would like to hear them come in and present their cases, and I think the 21st would be a great time to do it.

(55:06 - 55:20)

Yeah, I agree. I like seeing the presentations and seeing what they're wanting to do, and, you know, for the school and the kids, it's good for them, for those skills to do that public speaking. So you do have school kids.

(55:20 - 55:31)

Do you want me to push that out to seven or keep it at six, start them at six? We're going to do all 10. We're planning to start at six. We want to be accurate.

(55:33 - 55:44)

We'll do. We'll probably try with the 10. We'll probably try for 10 minutes, so about a seven-minute presentation, and then three minutes for questions from the board.

(55:54 - 56:01)

That would be good. That's fine. All right.

(56:01 - 56:06)

Thank you. Okay. Next item.

(56:06 - 56:13)

Direction of the board regarding steps for awarding. Review. 2024 Mesa County.

(56:15 - 56:23)

Office report. I have a question. There's two reports, but they look to be identical.

(56:24 - 56:29)

There's totally. I think it's one density limits. And then once the culprit in the larger area.

(56:29 - 56:47)

They both have both on there. On there. No, well, The surrounding area looks as though.

(56:47 - 56:54)

And the larger area includes. The culprit, but it also includes them. Other calls.

(56:55 - 57:04)

It looks like they're identical reports. Or identical files. But the numbers are not the same.

(57:05 - 57:11)

Okay. Maybe there might be two copies of the same report. Four page report.

(57:11 - 57:20)

I think. Three. I think there's a total of six pages.

(57:21 - 57:30)

So I think it's. Well, I think in the. Large pack.

(57:30 - 57:35)

Okay. Oh, I got you. No, I'm.

(57:40 - 57:49)

There you go. Colburn city limits and Colburn and larger area. They.

(57:50 - 58:01)

Included all calls from the four. We had signed the agreement and after. I think they gave a great report.

(58:02 - 58:06)

Yeah. Making lots of contacts here. So this.

(58:06 - 58:14)

This specifically says incidents. What about tickets? Issued. They did not provide that information and they may not have wanted to.

(58:17 - 58:23)

They do have a number of traffic stops. They do. I think there's 42 traffic stops.

(58:23 - 58:28)

For the larger area. And Colburn city limits. I don't know.

(58:32 - 58:38)

Because our. That means it's here. Comments as to how you're being appreciated.

(58:39 - 58:44)

And the community. The respect that you're being given. I mean, we've heard.

(58:45 - 58:53)

Plenty of good comments about. You folks being out here and being available. So.

(58:54 - 1:03:35)

Okay. Thank you. Right.

Number 17. Attorney Wilson's primary update. So, Wilson, I'm not sure you were on at the beginning.

They, um, we have to move items 15 and 16 to after number 20. So then we would come to your date. Um, so the only thing I have for the update is or two quick things.

Um, first on the waterline, um, I've been working with Carla and Melanie. We also had a meeting with the school board folks before the holidays. I should hopefully have a copy of the IGA over to David Price.

I was the school district's attorney by the end of the week. Um, and, uh, depending on how long it takes him to get edits back for me, I think we could potentially have an agreement ready for approval by both the school board and the town board at the February at each body's respective February meetings. Um, the only other update I have, um, and Melanie, you might be able to help me with the exact times here.

Um, uh, based on the direction we received a while ago from the board on the, uh, letters that the town had been sent from, uh, optimistic communications, we had sent the settlement proposal to mark, I believe it has been delivered both by, uh, via email and by

traditional snail mail. And we have yet to hear any response from him on that settlement proposal. I just wanted y'all to know that one hasn't been lingering.

We got that response out to him and it is in his court to get back to us. So that's all I've got. Have you thought about doing a certified offer certified mail so that you know he got it? Yes.

Sorry. The, the second response that was sent was, uh, it was sent by Melanie and Carla certified mail. Um, is, isn't that right? Melanie, we sent that certified mail.

I'm not sure that has gone out yet. Okay. Or, and, and we may have only just talked about that in the last couple of days.

So, uh, but yes, it will be sent out certified mail. Thank you for the update. Hey, Dane, monthly staff update.

Um, just so you're aware, um, Mike was out of the office for a while for personal reasons. So I did not require him to, um, update his report. Um, and I have nothing additional, additional.

Did we send something for his mother? We did. We did. And on the, we had talked about this, but I don't believe anybody else has heard it.

The school did offer, uh, you know, whatever questions as the expense of the trip going on to, uh, Eastern Colorado, but I would like people to know that the school did offer to the school did offer to, um, reimburse half of that. No, I'm just laying here with the vehicles. Um, we got sold, which is great.

I mean, what are we thinking with that 2015? Is it just going to end up being parts for someone since it's so need so much work? It looks like we can't go, et cetera. I, that is again, up to you. I think my recommendation would be an ad is down to the same.

(1:03:35 - 1:03:56)

I think that's what I would do too. I don't know that we want to put more money into it before we sell it. We've already declared it a surplus, correct? We have.

(1:04:10 - 1:06:50)

I guess on the update or questions was, was this a time to ask about it? Sure. We have, um, our Christmas inventory of decoration throughout the town. Um, we have divided it into basically yearly amounts that goes under the events budget.

So, um, our ornaments, our decorations take a beating being outside the way they are. And so we have a replacement schedule. We use commercial grade items so that they last longer.

Like Walmart and Hobby Lobby don't have the same quality. There you go. So, so we're on a, it has been that way.

You guys are certainly more than welcome to change that. It's been on a rotational. Each year we do small amounts of replacement so that one year we don't have a larger purchase.

So you do around \$4,700 a year? It varies, but yes. This year, what was purchased? We purchased, um, the snowflakes that are lit along the street. Um, we had, we added this park since we did not have the auditorium, we added this park.

They had new ornaments. I believe there was new garland. I don't have an exact number or idea of exactly what we ordered right now.

Again, it's just on a rotation so that you are not putting up old stuff that does not represent our town well. I know in the years past, there's been garland or whatnot across the line. Yep.

So this is before me and I don't exactly understand, but I believe that when, um, at one point in time we had them going across there, large trucks were, um, with the oil field here, large trucks were, um, hitting them. We do not have any place to raise that higher. So that is why we do not do those.

(1:06:53 - 1:07:27)

And those are about \$10,000 to \$12,000. I'd have to go outside and look, but I know you can't go any higher here, but possibly the next fall down that goes across from the apartment. I don't know, that price seemed high to me for decorations, but, um, if you would like me to have public works work on getting an across the street decoration, I can do that.

(1:07:27 - 1:08:13)

Well, just, you know, maybe find out in Boston and whatnot. I know Grand Valley has loaned their bucket trucks and it's, you know. They, they help us every year.

Grand Valley Towers, who helps us put up our, our snowflakes and other high items, if you will, every year. We did that for a while. Public correspondence.

(1:08:15 - 1:08:53)

I have one. Public correspondence is for anything we've gotten in the mail for the entire board. Meeting dates already.

(1:08:53 - 1:09:24)

We'll be going into executive session now. So item number 15. I move that the board of trustees enter into executive session pursuant to CRS section 24-6402 4F for discussion regarding personnel matters of the town manager.

(1:09:26 - 1:09:41)

Okay. We have a motion and a second. Any further discussion? Hearing none, may we have a vote? Yes, sir.

(1:09:41 - 1:09:50)

Trustee Sands? Yes. Trustee Winkleblack? Yes. Trustee Price? No.

(1:09:52 - 1:10:00)

Trustee Evans? Yes. Mayor Wilcox? No. Motion passed.

(1:10:01 - 1:10:18)

E-session entered into at 7 11 PM. Wilson, I'm going to, everybody else online can stay on this web, on this call and do the invite for our E-session. Sounds good.

(1:10:20 - 1:10:33)

The audience will be asked to step outside. We will let you know whenever we come out of E-session. Do we have the correct verbiage to go into the executive session? We do.

(1:11:23 - 1:11:33)

Are you? No, I'm just getting stuff set up. I will step out as well. Although Ms. Monterrato could ask me to stay if she chose to.

(1:11:34 - 1:12:02)

She has that right. And then what do I do with this one? That one, you exit, so you, oh, Jenny is the, is still on. So don't end it though.

(1:12:02 - 1:12:09)

Just X out of that screen. Like, you know what I mean? Right. You have to exit the session.

(1:12:10 - 1:12:17)

So up top on the right. Yeah. You should be able to just leave the meeting.

The Board went into Executive session to discuss the Town Manager. After the Executive session adjourned, the regular meeting resumed.

1.7.25 pt 2

(0:05 - 1:22)

For the record, if any person who participated in the executive session believes that any substantial discussion of any matters not included in the motion to go into executive session occurred during the open meeting law, I would ask that you state your concerns for the record. Seeing none, the next agenda item is possible motion regarding personnel management regarding the town manager. We have a trustee.

She left. I move that we accept the separation for town manager and separation agreement as presented in the executive session. We have a motion and a second.

(1:25 - 1:45)

I am saddened that the actions of some members of this board and community have brought about this action. I believe that Mrs. Matarazzo has been an outstanding administrator for this town. She has accomplished more for this town than any other administrator I have heard about.

(1:46 - 2:05)

She has been able to leverage town funds to gain grants to accomplish big projects for this town. I know that other town administrators have accomplished things, but I think that she has accomplished more than anybody else that I have heard about. With much regret, I support her request.

(2:08 - 2:39)

I, too, am saddened by this decision that Mrs. Matarazzo has made, but I understand what's most important is her mental and physical health and the health of her family going forward. I, too, am very saddened. I appreciate everything she's done for this town over the years and that we will certainly mention, but good luck to you.

(3:01 - 3:15)

May we have a vote, please? Yes, sir. Trustee Winkler-Black? Yes. Trustee Evans? Yes.

(3:16 - 3:59)

Trustee Price? Absent. Sorry. And Mayor Wilcox? Yes.

Thank you. Motion passed. We have a discussion having a work session on January 21st, but in light of this new action, we may need to have a special meeting that night to appoint an interim town administrator.

(4:02 - 4:30)

Mr. Scarberry will have all that information. Mr. Scarberry, and I will work through the rest of that while I am still here, and we will bring it all to you. I move we adjourn.

Second. Vote? Yes, sir. Trustee Winkler-Black? Yes.

(4:31 - 7:05)

Trustee Zients? Yes. Trustee Evans? So, I have Trustee Zients and Trustee Evans, Trustee Winkler-Black and Mayor Wilcox. Yes.

Thank you. Meeting adjourned at 8.10 p.m. Have a good night, everyone.

Unattributed and uncorrected transcript

Board of Trustees regular meeting 01/28/25 6:00 pm

(50:17 - 50:45)

You are. You are. Good evening, everybody.

Thank you for coming. In a couple of minutes late. As well.

(50:47 - 51:20)

Order. And I will do a roll call. Thank you.

(51:20 - 51:35)

Okay. Um, trustee, then I had indicated she couldn't be here tonight trustee Evans, I believe is in the process of logging in or will soon log in I'll let you know when she joins. I'm just a winkle black.

(51:35 - 51:40)

Your trustee price. And there will cost. There.

(51:41 - 52:06)

Okay. But Okay. Yeah, remember.

(52:29 - 52:48)

Hey, are there any changes or deletions to the agenda. Oh, sorry. It's not persons not on the agenda.

(52:48 - 53:00)

Yeah. Please limit your comments to three minutes and address your comments directly to the mayor. Identify yourself by name and address when making comments.

(53:01 - 53:22)

Comments should be courteous civil and constructive town board will make no decision or take no action, except to direct to the town attorney. Oh, is there anybody that has signed and wish to speak for three minutes. Okay.

(53:25 - 53:31)

Please sign in. Oh, okay. Yeah.

(53:32 - 53:57)

Good evening. So let's just know that we pretty much completed the installation fiber in the town proper so we can start looking at people's houses if they're interested we have a few people. And we haven't got to the east part but we have other ways of doing that so just want to let you guys know.

(53:59 - 54:13)

What is your, what is your benefit on that, that's about 300. That's 300. And you're up.

I think it's \$300. Okay. I'm not don't quote me on that one.

(54:14 - 54:31)

Ticket in a while. I've been all over the place so I have one of your subs there on fiber. Test it and or whatever.

Yeah. Okay. Just, just carry it because of the equipment.

(54:32 - 54:48)

The small router we have their own cable. Do a new system. We are offering a new new routers that offer security and are faster.

(54:49 - 55:07)

So that's like our next step up. But they'll do the 300. That's basically what I heard the same thing about Starling, you know, I mean you can go ahead.

(55:08 - 55:27)

Yeah. Congratulations. Thank you.

Thank you for your crew and your efforts. You're welcome. Okay, number six item number six board interviews with candidates for interim town clerk treasure.

(55:27 - 55:35)

Sure. We have dusty Carla. Leslie loose Meyer.

(55:36 - 55:54)

Barb Smith. Angie Sprague, and the board reserves the right to interview others, not named on this list. So, we got it.

(55:54 - 55:57)

Is Andrea here. Okay. Okay.

(55:57 - 56:03)

Who else. Andrea Reynolds. Okay.

(56:07 - 56:48)

Thank you. The Board of Trustees may enter into an executive session pursuant to CRS. It's 24 that's 64024 F for the discussion of qualifications and potential appointment of an interim town clerk and treasurer, which we would need to go into executive session.

(56:51 - 56:59)

So, to just to interview. Yeah, to interview. I would think we would need to do that to be fair.

(57:01 - 57:08)

To enter executive session to interview. Yes. So if you're going to enter the executive session for an interview.

(57:08 - 57:44)

What I would suggest is that rather than having to do an executive session, a separate session for each person, you, the motion would be to enter into an executive session to interview all the candidates. And depending on folks schedules, once you're done interviewing them, they could be excused for the rest of the evening if they don't want to continue to sit through the other interviews. And then, once you've had a chance to speak with everyone, if there's any other issues we need to address an executive session, we can talk about that then.

(57:48 - 58:04)

Do you want all the candidates present for each other's interview. That's not necessarily what I was saying. You could.

So I think we have one on zoom and the rest are in the room. Right. Yes.

(58:05 - 58:34)

So we could do one executive session, but then. I would suggest we do the zoom interview first send to the other folks out. I think Carla said there's another room they could wait in wall.

The other interviews are being conducted. And then I was saying you could excuse folks once their interview has been done, if they don't want to go back and wait in the room for the rest of the folks to go through with their interviews. But no, I was suggesting you, you let everyone interview privately in the exact session.

(58:36 - 58:51)

That was a motion that we do. Yeah. And they can stay in Carla's office, the interviewees who are not being interviewed can sit in Carla's office.

(58:53 - 59:05)

Is everybody here that is listed on the interview. Okay, is Dusty here? Here. Leslie? Barb? Leslie's on the zoom.

(59:05 - 59:15)

Okay. Barb? Okay, there's our missing person. So we can save her for later, in case she shows up.

(59:16 - 59:24)

Okay. Well, I would entertain a motion. I move we move into executive session.

(59:25 - 59:38)

To conduct the interview with Kennedy, the Middletown clerk and clerk. Dusty Corrella, Leslie Kuchma, or those, let's say those in attendance. Okay.

(59:38 - 59:46)

And do them separately during the executive session. I'll second that. Okay.

(59:47 - 1:00:09)

We have a motion and a second. Any further discussion? May we have a roll call, please? Or should we wait for? She is still not, has not joined us. I will, I guess, send her the link to the e-session.

(1:00:11 - 1:00:18)

So that she can join that way. So. I would suggest.

(1:00:18 - 1:00:25)

We gotta move on. To the vote for, to go into e-session. So.

(1:00:27 - 1:00:30)

But she can still join in the e-session. Yeah, I will. I'll figure this out.

(1:00:30 - 1:00:37)

I'll figure out a way to send her the e-session link. Trustee Winklebach? Yes. Trustee Price? Yes.

(1:00:38 - 1:00:43)

Mayor Wilkins? Yes. Okay. So I am going to.

(1:00:44 - 1:00:50)

Stop this meeting. And ask everybody to leave then. Except for the candidates.

(1:00:50 - 1:00:55)

And I will show you. You're certainly welcome to. Visit a local restaurant.

(1:00:56 - 1:01:03)

If you want to leave me your phone number. I can give you a call. Or I can walk you back.

(1:01:10 - 1:01:15)

Okay. Okay. You.

(1:01:18 - 1:01:20)

Hello. Hello. Okay.

(1:01:21 - 1:01:30)

I think it's just. Okay. Okay.

(1:01:31 - 1:01:37)

Well. Suggested. And then maybe we can do that.

(1:01:37 - 1:06:36)

thing. So who's, which one's on Zoom? Um, Leslie. Leslie's on Zoom.

We can fill her in now. I offered them some of the dispenser. Okay.

Do you have a way to get the e-session link to Leslie as well? Um, yes, I will figure that out. Perfect. I think if you, and can you see, I think just email it to both of us would probably be the easiest.

But I can't give it to Leslie. I can't let her in until it's just her part of the meeting. So we're starting with her.

Wilson suggested. Oh, okay. Since, since she's on Zoom that way, I figured there wasn't gonna, we didn't have to pause in the middle and wait for someone to rejoin on Zoom.

I figured that was the easiest to start with Leslie. Are you looking or do you, are you talking out loud or do you want to, if somebody has it, that will save us all some time. I can look it up.

I'll continue looking just in case. Oh, here it is. Leslie at sustainable-solutions.co. Do you want me to go slower? It'll pop up.

Well, no, it won't. I got all the names in there. Okay.

So Wilson and Leslie should get that link in just a second. Leslie, are you in the regular meeting? She did. I want to make sure at the end of my email, it's .co, not .com because I haven't received anything yet.

Oh, there it is. Thank you. Awesome.

Okay. So I'm going to end this meeting and I will start the e-session.

The Board went into an Executive Session to conduct interviews with candidates for interim Town Clerk/Treasurer. After the end of the executive session, the regular meeting resumed:

(0:04 - 0:25)

Welcome to my lecture. Your agenda to have a spare. Here we go.

(0:25 - 0:38)

I probably back to that. Yeah, we need to see if anybody's out there. If she's still out there.

(0:44 - 0:55)

There is not anybody out there. She didn't go back to your office so. No, I think she's leaving.

(0:55 - 1:14)

Yeah, okay. Well, okay before we adjourn, I would, I would consider a motion to let me enter back into. Yes, and I need to let Wilson in.

(1:15 - 1:24)

Okay. I just heard the recording. It did, but I know it's so easy to say wait.

(1:28 - 1:35)

No, they're both back now. Okay. So this is just a work session right now.

(1:36 - 1:39)

Okay. Okay. Okay.

(1:39 - 1:58)

Back into the special meeting. So, yeah, I believe the last item on the agenda for the special meeting agenda was direction on the employment negotiations. So just so we can get clarity.

(1:58 - 2:40)

I just want to make sure everyone's clear and there's a motion and second on what we're actually doing to follow up here. Okay. So, I'm going to take a stab at this and I will make a motion that we offer Dusty Corella a temporary position or 90 day with direction between Wilson Scarberry and Carla Vistel as to the \$30 an hour or \$40 an hour to work around.

(2:40 - 3:08)

So if we're contracting her, if she, if she'll offer a contract, then she's on her own tax wise and benefits wise. But if she'll take the \$30 an hour, whatever you work around is there. I, that is, I think, specific enough for Carla and I to work together and follow up with Dusty ahead of the meeting on Tuesday.

(3:08 - 3:14)

Right. I second that motion. So we have a first and a second.

(3:14 - 3:29)

Is there any further discussion? And just one thing you did talk about doing reference checks with that pending reference checks or how did you want to validate those? Oh, somebody talked about doing reference. Yeah. That's a good question.

(3:31 - 3:38)

I think it should be pending a reference checks. Okay. Yeah.

(3:38 - 3:48)

Okay. All right. So granted, can we make the motion to where, if the reference checks work out, we can offer her this position.

(3:49 - 4:18)

Yes. What day would we offer her the position Tuesday, Friday? So I think. Go ahead, Carl.

I was going to say, I think we can try to reach out to her with the offer by Friday and, and maybe ask that she get back to us by end of day Monday to let us know whether she accepts so that then you can make the appointment at the meeting on Tuesday. Yeah. That makes sense to me.

(4:19 - 4:24)

That sounds good. Okay. So we'll go ahead and approve to move forward.

(4:24 - 4:32)

And Gary and we'll just. And then let you let Carla know. Yeah.

(4:33 - 4:37)

Okay. Or let the whole board know if there's a major red flag. Yeah.

(4:39 - 4:46)

Carla knows she can let us. Okay. Can we take a vote? Yep.

(4:47 - 4:50)

Yeah. Trustee Evans. Yes.

(4:51 - 4:55)

Trustee Winklebach. Yes. Trustee price.

(4:55 - 5:01)

Yes. Yes. I'm making both.

(5:01 - 5:07)

And then we adjourn. Yes. Yes.

(5:08 - 5:10)

Yes. I know. Yeah.

(5:10 - 5:19)

Yes. Okay. Thanks to all.

Have a good night. All right. Thank you so much.

(5:19 - 5:25)

Thank you. Good night. Good night.