

# **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 PERMENANT 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  
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**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**

**TEUSTEE 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

