

Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting - 6:00pm - December 3rd, 2024

1. Call to order

2. Pledge of Allegiance

3. Roll Call

Present: Trustee Evans, Mayor Pro-Tem Price, Mayor Wilcox (via Zoom)

Tardy: Trustee Winkleblack (appeared at 6:27pm via Zoom) & Trustee Zentz (appeared at 6:42pm)

Staff: Town Administrator Matarozzo, Finance Director Distel, Public Works Supervisor Nichols, Administrative Assistant Adams (via Zoom), Town Attorney Scarbeary (via Zoom)

4. Changes or Deletions to the Agenda

5. Person(s) not on the Agenda

- a. Theresa Wilcox** - Came to the Board to express her concern about a local business owner's social security number being leaked in a past board packet and her opinions on how to handle the situation. See transcript for details.
- b. Theresa Wilcox** - Addressed the issue of how many times one can sign up for the "Persons Not on the Agenda" section. She also offered to volunteer as the Town Administrator and Corporate Reporter (Financial positions). See transcript for details.

6. Approve Minutes - November 5, 2024, November 5, 2024-Executive Session

MOTION: TRUSTEE EVANS MOVED TO APPROVE MINUTES WITHOUT CORRECTIONS. UNSECONDED

Mayor Pro Tem Price requested to have the transcript included with the posted minutes as the minutes refer to the transcript the entire time. She also asked for the attributed version of the transcript.

AGENDA ITEM TABLED UNTIL JANUARY

7. Approve Monthly Financial Report - November 2024

MOTION: TRUSTEE EVANS MOVED TO APPROVE THE FINANCIAL REPORT AS PRESENTED; MAYOR PRO TEM PRICE SECONDED.

Vote Results:

Trustee Evans - Yes

Trustee Zentz - Absent for vote

Trustee Winkleblack - Absent for vote

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

8. Close Regular Meeting and Open Public Hearing Regarding 2025 Budget

MOTION: TRUSTEE EVANS MOVED TO ENTER INTO PUBLIC HEARING: SECONDED BY MAYOR PRO TEM PRICE.

Vote Results:

Trustee Winkleblack - Absent for vote

Trustee Zentz - Absent for vote

Trustee Evans - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

Public Hearing Called to Order at 6:14PM.

There was much discussion between the Board Members, Town Staff, and the gallery regarding the 2025 Budget. Some questions asked were addressed as individual agenda items. See transcript for details.

**MOTION: TRUSTEE EVANS MOVED TO CLOSE THE PUBLIC HEARING;
SECONDED BY**

Vote Results:

Trustee Zentz - Absent for vote

Trustee Evans - Yes

Trustee Winkleblack - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

Trustee Evans stated that she believes we should keep the mill levy as proposed to help generate funds for the Town.

- 9. Approve Resolution No. 10, Series 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO ADOPTING THE ANNUAL BUDGET AND SETTING FORTH THE EXPENDITURES AND REVENUES FOR EACH OF THE VARIOUS FUNDS OF THE TOWN OF COLLBRAN FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025**

MOTION: TRUSTEE EVANS MOVED TO APPROVE RESOLUTION NO. 10, SERIES 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO ADOPTING THE ANNUAL BUDGET AND SETTING FORTH THE EXPENDITURES AND REVENUES FOR EACH OF THE VARIOUS FUNDS OF THE TOWN OF COLLBRAN; SECONDED BY TRUSTEE WINKLEBLACK.

Vote Results:

Trustee Zentz - Absent for vote

Trustee Winkleblack - Yes

Trustee Evans - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

- 10. Approve Resolution No. 11, Series 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO CERTIFYING AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF**

COLLBRAN, COLORADO FOR THE 2025 BUDGET YEAR

MOTION: TRUSTEE EVANS MOVED TO APPROVE RESOLUTION NO. 11, SERIES 2024 AS WRITTEN - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO CERTIFYING AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF COLLBRAN, COLORADO FOR THE 2025 BUDGET YEAR; SECONDED BY MAYOR PRO TEM PRICE.

Vote Results:

Trustee Evans - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Mayor Pro Tem Price - No

Mayor Wilcox - No

MOTION PASSED

- 11. Approve Resolution No. 12, Series 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO REGARDING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025**

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE RESOLUTION NO. 12, SERIES 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO REGARDING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2025, AND ENDING DECEMBER 31, 2025; SECONDED BY TRUSTEE EVANS.

Vote Results:

Trustee Winkleblack - Yes

Trustee Evans - Yes

Trustee Zentz - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

12. Approve the Mesa County Sheriff's Office Animal Services Agreement

There was discussion among the Board, Staff, and Public gallery. See transcript for details.

MOTION: MAYOR PRO-TEM PRICE MOVED TO APPROVE THE MESA COUNTY SHERIFF'S OFFICE ANIMAL AGREEMENT AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Trustee Evans - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

13. Authorize Town Staff to negotiate an agreement for asbestos cleanup and remaining abatement at the Collbran Auditorium in an amount not to exceed \$460,000 with direction from Mayor to review and sign final agreement.

There was discussion among the Board, Staff, and the public gallery. Representatives from Asset Construction and the Asbestos Abatement companies also

presented some detailed information on the Auditorium project and the necessary work needed to be done before moving forward with the renovation. See transcript for details.

MOTION: TRUSTEE EVANS MOVED TO AUTHORIZE TOWN STAFF TO NEGOTIATE AN AGREEMENT FOR ASBESTOS CLEANUP AND REMAINING ABATEMENT AT THE COLLBRAN AUDITORIUM IN AN AMOUNT NOT TO EXCEED \$460,000 WITH DIRECTION FROM THE MAYOR TO REVIEW AND SIGN THE FINAL AGREEMENT; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

Trustee Evans - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

- 14. Consideration of a proposal to waive the competitive bidding requirements of the Town's procurement code for construction of the waterline extension to the Plateau Valley School and instead apply Collbran municipal code section 2.24.090 Cooperative Purchasing which allows the Town to participate in joint bidding with other public agencies or entities when deemed to be in the Town's best interests. Authorize the Town Manager and Town Attorney to negotiate with FCI for construction of the waterline and tank, based on the competitive selection process used by the Plateau Valley School District.**

Superintendent Long appeared before the Board to discuss the proposal of waiving the Town's bidding process for the waterline extension in hopes that the Town will sign contracts with the same agencies that have already been contracted to work on the school renovation project by the Plateau Valley School Board.

MOTION: TRUSTEE WINKLEBLACK MOVED TO WAIVE THE TOWN'S

PROCUREMENT BIDDING REQUIREMENTS AND TO AUTHORIZE THE TOWN MANAGER AND TOWN ATTORNEY TO NEGOTIATE WITH FCI FOR CONSTRUCTION OF THE WATERLINE AND TANK, BASED ON THE COMPETITIVE SELECTION PROCESS USED BY THE PLATEAU VALLEY SCHOOL DISTRICT; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

Trustee Winkleblack - Yes

Trustee Evans - Yes

Trustee Zentz - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

15. Tap Fees Discussion – direction to staff

There was much discussion among the Board, Staff, and the public gallery. See transcript for details.

ITEM TO BE POTENTIALLY ADDED TO FUTURE AGENDA

16. Possible Moratorium on Tap Fee Sales

There was much discussion among the Board, Staff, Town Attorney and the public gallery. See transcript for details.

MOTION: MAYOR PRO TEM PRICE MOVED TO ENFORCE THE MUNICIPAL CODE REGARDING TAP FEES STATING THAT EVERY PROPERTY NOT ALREADY CONNECTED TO THE TOWN'S WATER DISTRIBUTION SYSTEM SHOULD BE CHARGED THE NECESSARY TAP FEES AS WRITTEN IN ORDINANCE; SECONDED BY MAYOR WILCOX.

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Vote Results:

Trustee Zentz - No

Trustee Evans - Yes

Trustee Winkleblack - No

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

MOTION: TRUSTEE WINKLEBLACK MOVED TO ISSUE 90 DAY MORATORIUM FOR THE ISSUING OF TAP FEES IN THE TOWN OF COLLBRAN; SECONDED BY TRUSTEE EVANS.

Vote results:

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Trustee Evans - Yes

Mayor Pro Tem Price - No

Mayor Wilcox - No

MOTION PASSED

- 17. Authorize Mayor to sign the IGA Amendment proposal from Mesa County that will convert any remaining ARPA 2024 Dollars to Capital Dollars that can be used for any qualified Capital project in 2025.**

MOTION: MAYOR PRO TEM PRICE MOVED TO AUTHORIZE THE MAYOR TO SIGN THE IGA AMENDMENT PROPOSAL FROM MESA COUNTY TO CONVERT ANY

Town of Collbran

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REMAINING ARPA 2024 DOLLARS TO CAPITAL DOLLARS THAT CAN BE USED FOR ANY QUALIFIED CAPITAL PROJECT IN 2025; SECONDED BY TRUSTEE EVANS.

Vote Results:

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox -Yes

MOTION PASSED

18. Consideration of an agreement with Caselle for hosted Cloud solution for the Town's accounting and utility billing software

MOTION: MAYOR PRO TEM PRICE MOVED TO APPROVE THE AGREEMENT WITH CASELLE FOR HOSTED CLOUD SOLUTION FOR THE TOWN'S ACCOUNTING AND UTILITY BILLING SOFTWARE; SECONDED BY TRUSTEE EVANS.

Vote Results:

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

19. Direction to staff regarding potential modifications to the Collbran Employee Handbook to include job descriptions and qualifications.

Trustee Evans stated that the Board should have a work session before making any decisions regarding this agenda item.

Mayor Pro Tem Price expressed her belief in including the job descriptions and qualifications in the Employee Handbook.

There was much discussion among the Board, Staff, gallery members, and Town Attorney.

MOTION : MAYOR PRO TEM PRICE MOVED TO LIST ALL EMPLOYEE JOB DESCRIPTIONS UNDER THE EMPLOYMENT TAB ON WEBSITE; UNSECONDED

20. Attorney Wilson Scarbeary update

Town Attorney Scarbeary provided a short update on the settlement proposal that was discussed during a previous Executive Session. He is currently waiting to hear back on the results of that proposal.

21. Monthly Staff Update: Questions

Trustee Evans gave KUDOS to Public Works staff on their recent plowing and snow removal efforts.

An audience member made a comment regarding the recent fire mitigation efforts and how they were "pissed off" to see the trees cut down.

22. Trustee Informational and/or items for future agenda

Mayor Pro Tem Price stated that the speeding issue in Town hasn't been addressed and requested ticket summaries from the Mesa County Sheriff's Office for our area.

23. Public Correspondence

24. Upcoming Meeting Dates:

a. Jan 7, 2025- Regular Board Meeting, 6pm

b. Jan 21, 2025- Work Session, 6pm

25. Adjournment

MOTION: TRUSTEE EVANS MOVED TO ADJOURN: SECONDED BY MAYOR PRO TEM PRICE.

Vote Results:

Trustee Evans - Yes

Trustee Winkleblack -Yes

Trustee Zentz - Yes

Mayor Pro Tem Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

REGULAR MEETING ADJOURNED AT 9:13 PM


Approved


Attest

