

Collbran Board of Trustees Meeting Minutes
Tuesday, May 1, 2018
Regular Meeting
7:00 PM Collbran Town Hall

Mayor Evans called the Regular Meeting of May 1, 2018 of the Collbran Board of Trustees to order at 7:01pm. The Pledge of Allegiance was recited.

PRESENT ON ROLL CALL: Trustees P. Sturm, Todd and Mayor Evans.

ABSENT: none

OTHERS PRESENT: Administrator Farrar, Town Clerk/Treasurer Phillips, Marshal Appelhanz, Bill Hoffman, Dave Edwards, Mark McGowan, Tilda Evans, Debbie Terwedo, Evonne Stites, and three Collbran Job Corps students.

APPROVAL OF MINUTES

MOTION: Trustee P. Sturm moved to approve the Minutes from the Regular Meeting of April 10, 2018; seconded by Trustee Todd.

ROLL CALL VOTE: 3 Yes votes – Todd, P. Sturm, and Evans. 0 No votes. Motion passed.

PERSONS PRESENT NOT ON AGENDA

Mark McGowan of Optimus Communications expressed his concern that the Vertical Bridge communications tower approved in Gandi Park would block his wireless signal to a number of his customers to the southeast. He suggested that there are two other locations in the park where the new tower could be built that would not interfere with his signal. Admin. Farrar explained that the Board approved the Vertical Bridge special use permit at the April Meeting and to change the approval granted, Vertical Bridge would have to start the process over again. He said this would include willingness on Vertical Bridge's part to resubmit an application, pay the fees and renote the application. He explained that there is not a procedure to amend a special use permit. He mentioned the application is approved for the specific location along with the various conditions. He noted that the applicant twice posted notice at Gandi Park at least fifteen days prior to the public hearing for the past two Regular Board of Trustees Meetings, so there was at least a thirty day notice that the application was to be considered. He explained that Mr. McGowan is not an adjoining property owner and would not have received a certified hearing notice letter. He said the application was also published in the Grand Junction Daily Sentinel for the April Regular Meeting. He said the Town could work with him to find another location in the park for his signal.

CISCO STUDENTS SKILLS USA DONATION REQUEST FOR NATIONALS – COLLBRAN JOB CORPS – EVONNE STITES

Job Corps students Cameron, Hector, and Craig gave a PowerPoint presentation about their recent first-place awards received at the recent Colorado SkillsUSA competition. A student said the competition included robotics, internetworking, Internet technology (IT), and 3D design/animation. He said as a result of this success, Job Corps has seven students heading to the national competition. He mentioned there are

trying to raise \$5,000 for the national competition in Louisville, Kentucky. The students noted that they train on Cisco Networking in order to receive certifications. Admin. Farrar asked about computer system security and whether they would be able to evaluate and make recommendations about the Town's computer network. They responded that they could as long as they were certified. Trustee Todd asked about the awards the students received. Discussion took place about Cisco Networking certification. Mayor Evans asked about the number of entities participating in the competition and was told that 99 entities participated with at least one representative from each state. They said the world competition is in Russia. Further discussion took place about the competition, scholarships, and service work that Job Corps students perform in Town. The Board wished the students well in their endeavors. Mayor Evans asked about the competition date and was told it would occur June 15. Job Corps Educator Evonne Stites outlined the funding received to date. Admin. Farrar suggested contacting Chris Clark at Laramie Energy. Ms. Stites said that they have to confirm attendance at the national competition by May 11. Admin. Farrar proposed hiring the students for \$1,000 to evaluate the Town's network security and provide some IT support. He said this could be accomplished through a memorandum of understanding (MOU). Ms. Stites noted the students cannot compete with the private sector.

MOTION: Trustee Todd moved to approve a \$1,000 donation to the Collbran Job Corps students attending the nationals for Cisco students SkillsUSA, with an MOU that states the certified Job Corps students provide a service to the Town by checking its computer system and security and provide improvements were needed; seconded by Trustee P. Sturm.

ROLL CALL VOTE: 3 Yes votes – P. Sturm, Todd, and Evans. 0 No votes. Motion passed.

Trustee P. Sturm suggested that the Job Corps approach Chris Clark of Laramie energy, and Mike at MRB General Contracting for financial assistance.

APPLICATION FOR RENEWAL OF A RETAIL LIQUOR STORE LIQUOR LICENSE – MAIN STREET INVESTMENT LLC (DBA: MAIN STREET LIQUOR) – 107 MAIN ST - SYLVIA PELL

The applicant was not in attendance. Admin. Farrar noted that the Town asks that applicants attend the meeting to present their request because that is not the role of staff; Mayor Evans reiterated his comment.

MOTION: Trustee P. Sturm moved to table the application for renewal of a retail liquor store license for Main Street Investment LLC until the June 5, 2018 Regular Meeting; seconded by Trustee Todd.

ROLL CALL VOTE: 3 Yes votes – Todd, P. Sturm, and Evans. 0 No votes. Motion passed.

ALCOHOL TASTING PERMIT APPLICATION – MAIN STREET INVESTMENT LLC (DBA: MAIN STREET LIQUOR) – SYLVIA PELL

The applicant was not in attendance. The Board tabled the application and have it rescheduled for the June 5, 2018 Regular Meeting.

PERMIT APPLICATION AND REPORT OF CHANGES – TEMPORARY MODIFICATION OF PREMISES – JULY 3, 2018 – COLLBRAN CAFÉ LLC – BRITANY MILLER

The applicant was not in attendance. Town Clerk/Treasurer Phillips said the applicant informed him that she could not attend the meeting.

MOTION: Trustee Todd moved to table the permit application and report of changes for temporary modification of premises, the request for right of way license for temporary

modification on Main Street, and the discussion on an outdoor patio for Collbran Café LLC until the June 5, 2018 Regular Meeting; seconded by Trustee Todd.

ROLL CALL VOTE: 3 Yes votes – P. Sturm, Todd, and Evans. 0 No votes. Motion passed.

REQUEST FOR RIGHT OF WAY LICENSE FOR TEMPORARY MODIFICATION ON MAIN STREET ON JULY 3, 2018 – COLLBRAN CAFÉ LLC – BRITANY MILLER

The applicant was not in attendance. This agenda item has been tabled and is rescheduled for the June 5, 2018 Regular Meeting.

DISCUSSION ON OUTDOOR PATIO FOR COLLBRAN CAFÉ LLC – 108 MAIN STREET

Admin. Farrar said a year ago the Board granted conditional approval for an outdoor patio, but Collbran Café LLC did not pursue it. He explained that Ms. Miller submitted a request to proceed with the patio and because of the time that passed between the approval and the current request, it made sense to bring this back before the Board. The Board tabled the discussion on an outdoor patio for Collbran Café LLC until the June 5, 2018 Regular Meeting. Admin. Farrar said that if an applicant cannot attend a meeting, they should have someone present on their behalf.

1ST QUARTER FINANCIAL REPORT – TOWN OF COLLBRAN

Admin. Farrar noted that the packet included the budget-to-actual financial report for the 1st quarter 2018. He said the 1st quarter report is informational, but only paints a partial picture of Town finances because it is so early in the fiscal year. He asked the Board if they had any questions and noted that the Town is in pretty good financial condition. He said the mid-year report offers more complete information as does the 3rd quarter report, which is very valuable for budgeting purposes. Mayor Evans asked about the Water Fund and Sewer Fund financial status as a result of last year's rate increase. Admin. Farrar said he would provide comparison information for the June Meeting.

ORDINANCE NO. 4, SERIES 2018 – AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO, APPROVING AN OPTION AND LEASE AGREEMENT FOR REAL PROPERTY TO BE USED FOR THE ERECTION OF COMMUNICATIONS FACILITIES

Admin. Farrar noted that Ordinance No. 4 references the Option and Lease Agreement as Exhibit A. He said Vertical Bridge did not agree to \$2,500 monthly rent, but agreed to \$1,750 with a monthly rent increase of \$250 for each additional carrier added to the communications tower. He mentioned that alternatively, they would consider \$2,000 monthly rent with a 2.5% escalator instead of a 5% escalator, with a \$10,000 up-front payment in addition to the \$3,000 option payment along with \$1,500 reimbursement for Town costs. He said Town Attorney Neu is asking the Board to allow him broad authority to negotiate the terms. Trustee P. Sturm said she liked the \$1,750 per month rent with the \$250 per month increase for each carrier added. Trustee Todd wanted to clarify that the idea is to give Town Atty. Neu negotiating room for these alternatives. Mayor Evans suggested that the Grand Junction Regional Communications Center would probably not be interested in relocating to the Vertical Bridge tower from their existing location. Admin. Farrar noted that the Town version of the revised lease agreement increases the tower removal bond to \$50,000 from \$20,000 and modifies the lease to four five-year renewal terms totaling 25 years. Mayor Evans said he agrees with the Trustees to grant Town Atty. Neu flexibility to negotiate the terms of the option and lease agreement.

MOTION: Trustee Todd moved to approve Ordinance No. 4, Series 2018, with the specific provisions of either accepting \$2,000 per month rent, or \$1,750 with an increase of \$250 per month per additional carrier on the tower; and accepting a 2% escalator with an up-front payment of \$10,000 in addition to the \$3,000 option payment and the \$1,500 reimbursement payment, or a 2.5% escalator; seconded by Trustee P. Sturm.

ROLL CALL VOTE: 3 Yes votes – Todd, P. Sturm, and Evans. 0 No votes. Motion passed.

PROCLAMATION COMMEMORATING MUNICIPAL CLERKS WEEK, MAY 6-12 – TOWN OF COLLBRAN

Admin. Farrar explained that the municipal clerk is a very important position in a municipality, and many responsibilities fall to the clerk. Jeff Phillips is the Town Clerk/Treasurer and Melonie Matarozzo is the Deputy Clerk/Administrative Assistant, and it is important to recognize these positions within Collbran. Mayor Evans agreed that they should be recognized, and that they should be thanked for their work.

MOTION: Trustee P. Sturm moved to approve the proclamation commemorating municipal clerks week, May 6-12; seconded by Trustee Todd.

ROLL CALL VOTE: 3 Yes votes – P. Sturm, Todd, and Evans. 0 No votes. Motion passed.

MAYOR PRO TEM APPOINTMENT

Mayor Evans said he was going to wait until a full Board is seated, but that might be a few months out and he wants to get this done. Admin. Farrar noted with three Board members there will not be a quorum if one person is absent. Mayor Evans asked the Board if someone wanted to be mayor pro-tem. Trustee P. Sturm said she would volunteer to be mayor-pro tem because she is already one of the Town check signers.

MOTION: Trustee Todd moved to approve Trustee Patty Sturm as Mayor Pro-Tem for the Town of Collbran; seconded by Trustee Todd.

ROLL CALL VOTE: 3 Yes votes – Todd, P. Sturm, and Evans. 0 No votes. Motion passed.

ARENA ADVISORY COMMITTEE (AAC) MINUTES

Trustees P. Sturm and Todd said they had no questions.

TRUSTEE COMMENTS

Trustees P. Sturm and Todd had no comments. Mayor Evans mentioned that the Crystal Crackers recently celebrated 52 years last Sunday; he said he would like to recognize them with a proclamation at the next Regular Meeting. He noted their good work which includes singing at the VA Hospital, nursing homes, and retirement communities; and they represent Collbran and the Plateau Valley well. The Board agreed to include a Crystal Crackers proclamation at the June Regular Meeting.

STAFF REPORTS

Town Administrator

Admin. Farrar included the draft Town Administrator job notice in the packet for Trustee review. He said Collbran has a Town Administrator job description. He reviewed the material with the Board and

explained that he thought the current independent contractor worked well, but the Trustees may want to consider options. He mentioned the ad will be posted in the Grand Junction Daily Sentinel, the Colorado Municipal League (CML) job finder website, as well as the Colorado City and County Managers Association (CCCMA) website. Trustee Todd asked if that would be enough to get the word out. Admin. Farrar said there are other job posting sites on the web that he would check. He said he will also pursue notice through managers' networks. Mayor Evans said he liked the idea of using CML. Discussion took place about CML and the CCCMA. Mark McGowan suggested using the website www.indeed.com. Admin Farrar asked the Board for an application deadline. He said he plans on staying with Collbran until the Downtown Improvements Project is completed around mid-July. The Board concurred that the mid/end of June would be a good application timeframe.

Admin. Farrar said that Mesa County FMLD received Anvil Points oil shale money that was previously allocated for clean-up but was not needed by the feds. He mentioned FMLD dollars are available for communities for energy impacts and both Collbran and DeBeque are directly impacted.

Admin. Farrar brought up the proposed sign code that the Town worked on but has been dormant for a while. Mayor Evans said he would like to revisit it. Admin. Farrar said he would bring it back to the June Regular Meeting.

Town Marshal

Marshal Appelhanz distributed his monthly report. Admin. Farrar said that he liked the Mesa County portable radar speed monitor at the entrance to Collbran. He proposed that the Marshal purchase one or more radar signs to encourage drivers to slow down. Marshal Appelhanz reviewed the purchase of a Dodge Durango with an FML grant; he said the vehicle needs to be equipped. Trustee P. Sturm asked if there were prospects for the deputy position. Marshal Appelhanz said he had an application but has not yet reviewed it. Mayor Evans asked about pedestrian access along Highway 330 because there is not room for bikes or pedestrians. Admin. Farrar said he spoke to CDOT's Safe Routes to School (SRTS) program director at the Governor's summit a few months ago. He said access along 330 is a challenge because inadequate right-of-way makes it difficult to receive funding. He mentioned a pedestrian/bicycle path along 330 is a project that must involve Mesa County, Collbran, and CDOT. Mayor Evans asked the Marshal if it was going well at P.V. School; Marshal Appelhanz said he is setting up an office there to have a presence. He said Safe Prom went well. He mentioned he will attend TAC training next week in Denver. Mayor Evans said he appreciates the Marshal's service to the community.

APPROVE EXPENDITURES

MOTION: Trustee P. Sturm moved to approve the expenditures for the Town of Collbran from April 11, 2018 through May 1, 2018; seconded by Trustee Todd.

ROLL CALL VOTE: 3 Yes votes – Todd, P. Sturm, and Evans. 0 No votes. Motion passed.

ADJOURN

MOTION: Trustee Todd moved to adjourn the Town of Collbran Board of Trustees Regular Meeting of May 1, 2018; seconded by Trustee P. Sturm.

ROLL CALL VOTE: 3 Yes votes – P. Sturm, Todd, and Evans. 0 No votes. Motion passed.

The Regular Meeting of May 1, 2018 adjourned at 8:54pm.

Approved

Attest