

Collbran Board of Trustees Meeting Minutes
Tuesday, December 1, 2015
Regular Meeting
7:00 PM Collbran Town Hall

The Regular Meeting of the Collbran Board of Trustees was called to order at 7:01pm by Mayor Jones. The Pledge of Allegiance was recited.

PRESENT ON ROLL CALL: Trustees Schowalter, Sturm, Entwistle, and Mayor Jones.

ABSENT: Trustee Evans - Trustee Evans arrived at 7:08 PM

OTHERS PRESENT: Administrator Farrar, Treasurer/Clerk Phillips, Marshal Appelhanz, Town Water/Wastewater Operator Tom Kachin, and Margaret Eversole.

APPROVAL OF MINUTES

MOTION: Trustee Sturm moved to approve the Minutes from the Regular Meeting on November 3, 2015; seconded by Trustee Entwistle.

ROLL CALL VOTE: 4 Yes votes – Sturm, Entwistle, Schowalter, and Jones. 0 No votes. Motion passed.

PERSONS PRESENT NOT ON AGENDA

Nobody came forward.

BACKFLOW PREVENTION DISCUSSION & COMPLIANCE WITH NEW STATE REGULATIONS – Tom Kachin

Tom Kachin, Town Water/Wastewater Operator, explained to the Trustees that beginning January 2016, new regulations from the Colorado Department of Public Health and Environment (CDPHE) will require the Town of Collbran and water system operators across the State to address cross connection control and backflow prevention. The backflow prevention requirements will be phased in, and most immediately would apply to non-single family home residences and commercial units. The first step requires that the Town conduct a survey and inspection process to identify cross connection and backflow situations and to determine if backflow prevention devices exist on the structure potable water connection. He mentioned that the CDPHE is requiring the water supplier, in this case the Town of Collbran, to complete the survey, determine if backflow preventers exist on the structures, and prepare an annual survey/inventory. Mr. Kachin said that the Town already has an ordinance in place addressing backflow/cross connection control. He explained if a violation occurred and was documented, the owner would have 120 days to install a backflow prevention device. He also said that the single family homes could also be required to meet the backflow prevention requirement if they had an outside sprinkler system. Mr. Kachin mentioned that under the ordinance, properties which are not in compliance could ultimately have their water shut off. Mayor Jones asked if water customers will be notified of the backflow prevention requirement. Admin. Farrar mentioned that the Town could do so, maybe on the utility bill. Trustee Entwistle asked for an explanation about backflows and how they can occur; Mr. Kachin and Admin. Farrar offered description of backflow conditions. Mr. Kachin said that there have not been any documented cross contamination issues since he has been here; he mentioned that the responsibility is on the water supplier (Town), so if a problem arose, the Town is responsible to address the issue and must be able to document that the cross connection/backflow prevention rules were followed. He also said that a survey is to be completed by the Town in 2016. Backflow protection device installation by owners is to be phased in and all units must be in compliance by 2020. Admin. Farrar mentioned that older structures in Town are probably not in compliance, but newer ones should be as part of the plumbing code. Mr. Kachin said that

Public Works Assistant Keith Encke would be the most familiar with the properties in Town. He then briefly discussed the types of exposures ranging from low risk to moderate risk to high risk.

RESOLUTION NO. 10, SERIES 2015 (correction) – A RESOLUTION OF THE TOWN OF COLLBRAN, COLORADO, SUPPORTING THE GRANT APPLICATION FOR A LOCAL PARKS AND OUTDOOR RECREATION GRANT FROM THE STATE BOARD OF THE GREAT OUTDOORS COLORADO TRUST FUND AND PHASE 1 OF THE COLLBRAN RODEO ARENA IMPLEMENTATION

Admin. Farrar mentioned that Resolution No. 10, Series 2015, passed on November 3, 2015, had a date error; in Section 1 it identified the “2015 Collbran municipal budget”, but should have said the “2016 Collbran municipal budget” instead. He said that this has now been corrected.

MOTION: Trustee Evans moved to approve Resolution No. 10, Series 2015 with the correction of 2016 Collbran municipal budget replacing 2015 Collbran municipal budget in Section 1; seconded by Trustee Entwistle.

ROLL CALL VOTE: 5 Yes votes – Entwistle, Evans, Schowalter, Sturm, and Jones. 0 No votes. Motion passed.

PUBLIC HEARING: PRESENTATION OF 2016 BUDGET

Admin. Farrar mentioned that he made a correction on Ordinance No. 6 which pertains to a supplemental appropriation; he said he would give more detail when Trustees get to that item on the agenda. He said that the 2016 budget includes money for the April Regular Municipal Election. Admin. Farrar also said that if is successful with the submitted \$350,000 GOCO grant for the rodeo arena, the \$150K match would be taken out of Town reserves. He said that the budget includes \$7,350 for community organizations that benefit the Town of Collbran. Infrastructure maintenance is to be continued in 2016, including street repair/maintenance. The Grand Junction Regional Communications Center raised the 911 fees for the Town for 2016. Two fireworks displays are planned for 2016, 4th of July and Cowboy Christmas. Merit-based bonuses are budgeted for 2016; he mentioned there are plans to conduct a salary survey for comparable positions in other communities. Admin. Farrar said that a new dump truck is budgeted, which would replace the existing one; that would then be sold. He noted that the budget includes funds for grant match on a new roof to the municipal water system clear well if grant opportunities are available. He also said that in 2016 staff will contract for jetting of the sewer mains. He said that he will investigate repair options for the tennis courts at Gandi Park, including possibly adding a batting cage on one of the courts if the Little League wants to pursue that option. Matching funds with the Arena Advisory Committee on a new sound system is not specifically in the budget, but the Town will participate when the type of system and the cost is finalized. Auditorium funds were requested, but again, are not specifically included in the budget until the scope of an investigation and evaluation of the building is defined. Similarly, improvements to the parking lot at Gandi Park were requested by the Little League under community requests, but this will be implemented as a Town project instead of a community request. Admin. Farrar was appreciative of the Board’s involvement in the budget process. He said that the General Fund is anticipated in 2016 to finish the year by adding \$14K to reserves. He mentioned a budgeted surplus of \$20,870 in the Water Fund for 2016, which includes an anticipated 6% increase in revenue coming from a rate increase which is needed to build water fund reserves, which are inadequate. He said the Sewer Fund is expected to use \$13,683 of prior years’ surplus to balance the 2016 budget. He explained that small rate increases over time will help the funds keep up with inflation as well as help build needed fund reserves. Admin. Farrar said that the Conservation Trust Fund is budgeted to add \$4,500 to its balance, with its only expenditures most likely being on the Collbran Arena project. He noted that the 2016 total budget is similar to 2015 and not much different than 2014. He also said that in 2016 he will seek Colorado Department of Local Affairs Energy Impact grant funds for improvements to downtown Collbran based upon the downtown plan. This grant option will require 50% matching funds if the Town is successful. A supplemental appropriation would likely be required in 2016

to cover these and possibly other unanticipated expenses. He mentioned that the 2016 budget includes worthy projects for the Town of Collbran and will continue to provide quality services to the citizens of the Town. Administrator Farrar welcomes input if anyone believes otherwise so corrections could be made if needed. Trustee Evans apologized for being late (he had arrived at 7:08pm in the middle of Tom Kachin's backflow prevention discussion.

A. RESOLUTION NO. 11, SERIES 2015 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2015

MOTION: Trustee Evans moved to approve Resolution No. 11, Series 2015, adopting the annual budget for the fiscal year beginning January 1, 2016 and ending December 31, 2015; seconded by Trustee Entwistle.

ROLL CALL VOTE: 5 Yes votes – Evans, Schowalter, Sturm, Entwistle, and Jones. 0 No votes. Motion passed.

B. RESOLUTION NO. 12, SERIES 2015 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO, LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2016 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF COLLBRAN, COLORADO FOR THE 2016 BUDGET YEAR

MOTION: Trustee Entwistle moved to approve Resolution No. 12, Series 2015, levying general property taxes for the year 2016 to help defray the cost of government for the Town of Collbran, Colorado for the 2016 budget year; seconded by Trustee Sturm.

ROLL CALL VOTE: 5 Yes votes – Schowalter, Sturm, Entwistle, Evans, and Jones. 0 No votes. Motion passed.

C. ORDINANCE NO. 5, SERIES 2015 – AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO, REGARDING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2016

MOTION: Trustee Entwistle moved to approve Ordinance No. 5, Series 2015, regarding the annual appropriation for the fiscal year beginning January 1, 2016 and ending December 31, 2016; seconded by Trustee Evans.

ROLL CALL VOTE: 5 Yes votes – Sturm, Entwistle, Evans, Schowalter, and Jones. 0 No votes. Motion passed.

D. ORDINANCE NO. 6, SERIES 2015 – AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO, PROVIDING FOR A SUPPLEMENTAL APPROPRIATION FOR THE FISCAL YEAR ENDING DECEMBER 31, 2015

Admin. Farrar explained that the draft ordinance in the packet showed a 2015 appropriation as \$669K, but further review of year end expenditures identified the amount to be \$714K, so a corrected appropriation ordinance was delivered to the Board for consideration.

MOTION: Trustee Evans moved to approve Ordinance No. 6, Series 2015, providing for a supplemental appropriation for the fiscal year ending December 31, 2015; seconded by Trustee Entwistle.

ROLL CALL VOTE: 5 Yes votes – Entwistle, Evans, Schowalter, Sturm, and Jones. 0 No votes. Motion passed.

Mayor Jones asked for public comment. There was none.

The public hearing closed.

ORDINANCE NO. 7, SERIES 2015 – AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO ENACTING SECTIONS 13.07.020(G) AND (H) OF THE COLLBRAN MUNICIPAL CODE, PROHIBITING THE OCCUPANCY OF RESIDENTIAL STRUCTURES DISCONNECTED FROM NECESSARY UTILITIES

Admin. Farrar explained that there is a residential unit in Collbran without functioning utilities and has been occupied. This situation creates problems with sanitation and public safety. This is the type of condition that the ordinance will address by giving the Town specific authority to prevent occupancy of residential units without functioning utilities.

MOTION: Trustee Sturm moved to approve Ordinance No. 7, Series 2015, enacting sections 13.07.020(G) and (H) of the Collbran municipal Code, prohibiting the occupancy of residential structures disconnected from necessary utilities; seconded by Trustee Evans.

ROLL CALL VOTE: 5 Yes votes – Evans, Schowalter, Sturm, Entwistle, and Jones. 0 No votes. Motion passed.

60-DAY EXTENSION OF TEMPORARY PERMIT PENDING TRANSFER OF OWNERSHIP OF A LICENSE TO SELL BEVERAGES CONTAINING ALCOHOL AT RETAIL – KIMBALL CREEK CUSTOM SMOKED MEATS, LLC – 108 MAIN STREET – ELIZABETH MARX

Treasurer/Clerk Phillips mentioned that the extension will not be necessary since the tavern license from the State arrived today.

ARENA ADVISORY COMMITTEE MINUTES

Admin. Farrar noted that the Trustee meeting packet material includes minutes from most recent AAC meeting; Trustee Schowalter also reviewed AAC topics.

STAFF REPORTS

Town Administrator

Admin. Farrar mentioned that the next municipalities' dinner will be in Palisade on January 21 or 28 at 6pm; consensus was that January 28 would be better. He said that the Collbran Job Corps community relations dinner is coming up soon. He mentioned that he is planning on the Town having an employee/Board holiday party this month at noontime.

Town Marshal

Marshal Appelhanz said that he is trying to finish equipping the Dodge Durango. He said he conducted a lockdown drill at P.V. School recently, and that there was a crisis team meeting the next day. Admin. Farrar asked if the P.V. Hospital District and the Job Corps should also do a practice drill in 2016; Marshal Appelhanz said he thought it would be a good idea. There was a brief discussion on how to deal with a situation where there could be a loss of power to Collbran during the winter. Admin. Farrar explained the importance of communication to the press during an emergency and the role of the Board of Trustees in such an event; he noted that there was a session at the Colorado Municipal League Conference this year about social media and its role in communications to the public both positive and negative.

APPROVE EXPENDITURES

MOTION: Trustee Evans moved to approve the expenditures for the Town of Collbran from November 4, 2015 through December 1, 2015; seconded by Trustee Entwistle.

ROLL CALL VOTE: 5 Yes votes – Schowalter, Sturm, Entwistle, Evans, and Jones. 0 No votes. Motion passed.

ADJOURN

MOTION: Trustee Evans moved to adjourn the Town of Collbran Board of Trustees Regular Meeting of December 1, 2015; seconded by Trustee Entwistle.

ROLL CALL VOTE: 5 Yes votes – Sturm, Entwistle, Evans, Schowalter, and Jones. 0 No votes. Motion passed.

The Regular Meeting adjourned at 8:03pm.

Approved

Attest