

**Collbran Board of Trustees Meeting Minutes  
Tuesday, December 5, 2017  
Regular Meeting  
7:00 PM Collbran Town Hall**

Mayor Sturm called the Regular Meeting of December 5, 2017 of the Collbran Board of Trustees to order at 7:00pm. The Pledge of Allegiance was recited.

**PRESENT ON ROLL CALL:** Trustees Evans, Pell, P. Sturm, Schowalter, and Mayor V. Sturm.

**ABSENT:** none

**OTHERS PRESENT:** Administrator Farrar, Town Clerk/Treasurer Phillips, Marshal Appelhanz, Deputy Clerk/Admin. Asst. Melonie Matarozzo, Dave Edwards, Bill Hoffman, and Tilda Evans.

**APPROVAL OF MINUTES**

**MOTION:** Trustee P. Sturm moved to approve the Minutes from the Regular Meeting of November 7, 2017; seconded by Trustee Schowalter.

**ROLL CALL VOTE:** 5 Yes votes – Pell, P. Sturm, Schowalter, Evans, and V. Sturm. 0 No votes. Motion passed.

**PERSONS PRESENT NOT ON AGENDA**

No one came forward.

**STREET CLOSURE REQUEST – TOWN OF COLLBRAN – MAIN STREET & HIGH STREET FROM MAIN TO ELM (COWBOY CHRISTMAS) – DECEMBER 16, 2017 – Melonie Matarozzo**

Deputy Clerk/Admin. Asst. Matarozzo presented the street closure request on behalf of the Town. She said that the closure would be on Main Street from the bridge to High Street, and High Street to Elm Avenue. She mentioned the street closure from 5:30pm to 6:00pm is for the Parade of Lights as a part of Cowboy Christmas. Trustee Schowalter asked if traffic would be able to get around the closure via Elm Avenue and Branch Street; staff said it will be possible.

**MOTION:** Trustee Evans moved to approve a street closure permit for Town of Collbran for Cowboy Christmas on December 16, 2017 from 5:30pm to 6:00pm on Main Street south of Plateau Creek Bridge to High Street, and on High Street from Main Street to Elm Avenue; seconded by Trustee P. Sturm.

**ROLL CALL VOTE:** 5 Yes votes – P. Sturm, Schowalter, Evans, Pell, and V. Sturm. 0 No votes. Motion passed.

Dep. Clerk/Admin. Asst. Matarozzo said that the December 16 Cowboy Christmas fireworks begin at 7:00pm. She asked for volunteers to serve hot chocolate and hot cider, and noted that there will be four outdoor gas patio heaters for the public. She mentioned the bonfire in the Auditorium parking lot and the Lions Club dinner will start at 6:00pm.

**PUBLIC HEARING: PRESENTATION OF 2018 BUDGET**

Admin. Farrar presented the Town of Collbran 2018 budget. He briefly reviewed each resolution and ordinance for the budget hearing, and explained that Ordinance No. 5 is a 2017 supplemental appropriation needed for the expenditures from General Fund grants which will exceed the 2017 budgeted amount. He said the grants are funding the Downtown Improvements Project, Marshal’s patrol vehicle, and Plateau Valley School sewer lift station. He recommended the Trustees take action on each resolution and ordinance separately. He mentioned that 2018 General Fund revenues are anticipated to be \$827,490 with expected expenditures of \$809,041. He said the budgeted General Fund surplus is anticipated at \$18,449. He mentioned the Water Fund is based on a 3% rate increase with anticipated revenues of \$239,860 and expenses of \$184,556 that are anticipated to yield a surplus of \$55,304. He said the Sewer Fund is based upon a 5% rate increase generating revenues of \$128,176, and expenses of \$128,176 for a balance of zero. He mentioned a small amount of prior years’ surplus is needed to balance the budget. He said the Conservation Trust Fund (Colorado Lottery proceeds) is based on \$7,000 in revenues with expenditures at \$2,000, yielding a \$5,000 surplus. He mentioned that anticipated revenue for all funds combined is \$1,202,526 with expenditures of \$1,123,773, yielding an overall surplus of \$78,754. He invited questions from the Board. He noted that the Town conducted a number of work sessions on the budget, all of which were noticed and open to the public. He said the Trustees had a fair amount of discussion on the budget. Trustee Pell said that he previously made his view clear to the Board regarding the budget and his points have been discussed, but he disagrees with the budget concept.

Mayor V. Sturm opened the public hearing.

He asked for public comments; there were none.

Mayor V. Sturm closed the public hearing.

- a) **RESOLUTION NO. 4, SERIES 2017 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018 AND ENDING DECEMBER 31, 2018**

**MOTION: Trustee Evans moved to approve Resolution No. 4, Series 2017 Adopting the Annual Budget for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018; seconded by Trustee P. Sturm.**

**ROLL CALL VOTE: 4 Yes votes – Schowalter, Evans, P. Sturm, and V. Sturm. 1 No vote – Pell. Motion passed.**

- b) **RESOLUTION NO. 5, SERIES 2017 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2018 TO HELP DEFRAY THE COST OF GOVERNMENT FOR THE TOWN OF COLLBRAN, COLORADO FOR THE 2018 BUDGET YEAR**

**MOTION: Trustee Schowalter moved to approve Resolution No. 5, Series 2017 Levying General Property Taxes for the Year 2018 to Help Defray the Cost of Government for the Town of Collbran, Colorado for the 2018 Budget Year; seconded by Trustee Evans.**

**ROLL CALL VOTE: 5 Yes votes – Evans, Pell, P. Sturm, Schowalter, and V. Sturm. 0 No votes. Motion passed.**

- c) **ORDINANCE NO. 4, SERIES 2017 – AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO, REGARDING THE ANNUAL APPROPRIATION FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2018 AND ENDING DECEMBER 31, 2018**

**MOTION: Trustee P. Sturm moved to approve Ordinance No. 4, Series 2017 Regarding the Annual Appropriation for the Fiscal Year Beginning January 1, 2018 and Ending December 31, 2018; seconded by Trustee Evans.**

**ROLL CALL VOTE: 4 Yes votes – P. Sturm, Schowalter, Evans, and V. Sturm. 1 No vote – Pell. Motion passed.**

- d) **ORDINANCE NO. 5, SERIES 2017 – AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO, PROVIDING FOR SUPPLEMENTAL APPROPRIATIONS FOR THE FISCAL YEAR ENDING DECEMBER 31, 2017**

**MOTION: Trustee Evans moved to approve Ordinance No. 5, Series 2017 Providing for Supplemental Appropriations for the Fiscal Year for the Fiscal Year Ending December 31, 2017; seconded by Trustee P. Sturm.**

**ROLL CALL VOTE: 4 Yes votes – P. Sturm, Schowalter, Evans, and V. Sturm. 1 No vote – Pell. Motion passed.**

**ORDINANCE NO. 6, SERIES 2017 – AN ORDINANCE OF THE TOWN OF COLLBRAN, COLORADO, AMENDING SECTIONS 4.01.030 AND 4.01.040 OF THE COLLBRAN MUNICIPAL CODE REGARDING THE CONDUCT OF ELECTIONS AND WRITE-IN CANDIDATES**

Town Clerk/Treasurer Phillips explained that the Colorado Revised Statutes (CRS) state that to be an official write-in candidate in a municipal election, an affidavit must be submitted 64 days before the election. He said that an elector could still write in the name of an eligible Collbran citizen who is not a write-in candidate, and it would count as a vote for that individual, unless we pass an ordinance to prevent this from occurring. Admin. Farrar said that a name could be written on the ballot, without the individual intending or desiring to be mayor or a trustee. Clerk/Treasurer Phillips said that without passing the ordinance, we could never cancel an election, even if there are just enough or less candidates running than there are open seats. Trustee Evans asked Admin. Farrar what he thought about the ordinance; he replied that it makes sense to pass the ordinance. Clerk/Treasurer Phillips mentioned that in recent years, the State Legislature has made several changes to election laws. He said that nomination petitions for the April 3, 2018 Regular Municipal Election will be available starting January 2, 2018, with a submission deadline of January 22; he said that it is only a week after that write-in candidates' affidavits are due. He explained that ten valid Town elector signatures are required on a petition and that an elector can only sign one petition for mayor, and only two petitions for Trustee in a situation where there are two trustee openings.

**MOTION: Trustee Pell moved to approve Ordinance No. 6, Series 2017 Amending Sections 4.010.030 and 4.01.040 of the Collbran Municipal Code Regarding the Conduct of Elections and Write-In Candidates; seconded by Trustee Evans.**

**ROLL CALL VOTE: 5 Yes votes – Schowalter, Evans, Pell, P. Sturm, and V. Sturm. 0 No votes. Motion passed.**

**INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE MESA COUNTY CLERK AND RECORDER AND THE TOWN OF COLLBRAN ESTABLISHING DUTIES AND FEES TO UTILIZE THE SERVICES OF THE COUNTY ELECTIONS OFFICE DURING THE 2018 REGULAR MUNICIPAL ELECTION**

Admin. Farrar presented the Mesa County intergovernmental agreement that has been used for the past several elections. He said Mesa County provides election services to the Town that is detailed in the intergovernmental agreement (IGA). He noted that Mesa County has an IGA with the other Mesa County municipalities. Trustee Pell asked for clarification about how the election would be conducted with the IGA in place. Admin. Farrar said that the election would be by mail-in ballot. Town Clerk/Treasurer Phillips mentioned that Mesa County would print the mail-in ballots and the envelopes for the Town, would ensure proper wording is on the ballots and envelopes since that changes from election to election, and would give the Town an up-to-date registered elector list at the appropriate dates leading up to the election. He said on Election Day, Mesa County will tabulate the ballots as they go through their voting machines. He mentioned Mesa County will also provide metal boxes for the mail-in ballots along with their envelopes, and numbered seals to go along with them. Trustee Evans asked if we have the supplies now. Clerk/Treasurer Phillips mentioned that leading up to the election, the supplies will be picked up from Mesa County for Town use.

**MOTION: Trustee Schowalter moved to approve the Intergovernmental Agreement Between the Mesa County Clerk and Recorder and the Town of Collbran Establishing Duties and Fees to Utilize the Services of the County Elections Office During the 2018 Regular Municipal Election; seconded by Trustee P. Sturm.**

**ROLL CALL VOTE: 5 Yes votes – Evans, Pell, P. Sturm, Schowalter, and V. Sturm. 0 No votes. Motion passed.**

**ARENA ADVISORY COMMITTEE (AAC) MINUTES**

The Board reviewed the minutes but had no questions.

**TRUSTEE COMMENTS**

Trustee Schowalter invited everyone to the Winter Wonderland on Thursday night at the Job Corps; she said dinner is at 6:00pm.

**STAFF REPORTS**

**Town Administrator**

Admin. Farrar said the downtown street lights arrived late last Friday and were unloaded on Saturday. He said that Eric the representative from the street light company will be in Town to provide input to the staff on the lights in their installation. He mentioned the streetlight bases have been poured on Main Street and portions of High Street. He noted similar hardwired light fixtures will be installed on Town Hall and Public Works. He noted that concrete for the pergola in the pocket park at the bank will be poured in the next few weeks and will be protected from the cold.

Admin. Farrar discussed the possibility of a building materials use tax to be considered at the April 3, 2018 Regular Municipal Election, and it would not include the use tax on motor vehicles. He said the motor vehicle use tax on the 2016 ballot was the primary reason that the issue failed previously. He explained how the use tax would work and that a 2% use tax from Collbran would be less than what is currently charged by the City of Grand Junction. He wanted the Trustees to have time to consider the question, hold community input sessions, and inform the public about the ballot question. He mentioned that once the Town establishes a formal ballot question, staff/Town cannot spend time or money on the issue.

Admin. Farrar also discussed Colorado Senate Bill 152 which prohibits municipalities from offering broadband service or partnering with private companies for the same purpose. He said many municipalities in Colorado have presented an “opt out” ballot question to their electorate to allow the community more flexibility to partner with other parties on broadband, or offer their own service. He noted that to date most of the questions allowing counties or municipalities to opt-out of SB152 have been successful. He directed the Trustees to information in the packet that included a map illustrating the number of communities that successfully opted-out since 2016. Dave Edwards, Mayor Pro-Tem of Palisade, asked Admin. Farrar if he has heard of any negatives from communities opting-out; he said he had not.

Mr. Edwards discussed other aspects of the Collbran use tax ballot question. Trustee Pell said that the ballot question on use tax sounds like a good idea, but he wants to be sure residents will not pay Collbran use tax and Grand Junction sales tax. Admin. Farrar asked the Board if they would like to pursue questions on the April 3, 2018 Regular Municipal Election pertaining to building materials use tax, and a broadband question opting-out of SB152. The consensus of the Board was to proceed with both ballot questions. Admin. Farrar said he will look into scheduling some public educational sessions on these two topics early in the year.

Town Clerk/Treasurer Phillips referred to the handout that listed 2018 dates for Board of Trustee Regular Meetings. He said April 3rd is on the same day as our Regular Municipal Election, and July 3rd there are Town events going on that evening due to Heritage Days. The Board agreed to schedule the April and July meeting for the second Tuesday of the month instead of the first.

### **Town Marshal**

Marshal Appelhanz distributed his monthly report to the Board. He said that he has had to spend significant time on required paperwork this past month. Trustee Evans asked if there has been interest in the deputy marshal position. Marshal Appelhanz said that there has not. He mentioned that Western Colorado Community College, a division of Colorado Mesa University, just graduated some recruits from their peace officers’ academy, so he will try to get the word out to them. He said the pay for a new Mesa County deputy is the same as his salary as Collbran Marshal. He said a check of around \$7,000 is being mailed to Collbran from the Peace Officers Standards and Training (POST) asset forfeiture board. He said that he is having difficulty obtaining non-lethal beanbags for humans, which are less potent than the ones that are meant for animals. He mentioned that he is now part of POST’s asset forfeiture board.

Marshal Appelhanz discussed his conversation with Plateau Valley School from a year ago about offsetting the cost of a deputy marshal in return for officer presence in the school. He said the school has contributed \$10,000 that was used for equipment. He mentioned the current administration is interested in revisiting the topic of a school resource officer (SRO). He said this would involve an office at the school where an officer would be present but could also complete Town paperwork. Admin. Farrar

suggested meeting with the school in the new year about this, and to discuss the school acquiring the recently rebuilt sewer lift station from the Town.

Marshal Appelhanz discussed POST consideration of requiring 40-hours per year certification for SRO training for at least one officer per agency, in addition to the other required training. He said POST is also considering requirement for annual officer training on human trafficking. This would be in addition to the currently required 24-hour per year training that is a challenge for small departments. Dave Edwards of Palisade offered assistance from his community; Marshal Appelhanz said that Palisade is already helpful and great to work with.

Trustee Evans asked Marshal Appelhanz about purchases at A Pawn Shop in Grand Junction. Marshal Appelhanz explained that purchases include radios, ammo, ammo box, and a tactical helmet. He said he saves a lot of money there. Trustee Pell asked Marshal Appelhanz about bean bag impact munitions; Marshal Appelhanz said it is less lethal, like a Taser or pepper spray. He said these weapons provide officers more distance to work with. He noted that he purchased rifles for the beanbag rounds with POST asset forfeiture dollars, now he needs to find an outlet to purchase nonlethal beanbags.

Mayor V. Sturm mentioned receiving phone calls from a police officer outfit asking for donations. Marshal Appelhanz said it is probably a scam; he said he is not aware of a local law enforcement or fire agency that solicits over the phone.

Admin. Farrar asked Dep. Clerk/Admin. Asst. Matarozzo about the Board of Trustees/Town employee holiday party. She said it will be Monday, December 18 for lunch; she mentioned she is working on a venue. She said there will be a gift exchange with a \$10 limit.

### **APPROVE EXPENDITURES**

**MOTION: Trustee Evans moved to approve the expenditures for the Town of Collbran from November 8, 2017 through December 5, 2017; seconded by Trustee P. Sturm.**

**ROLL CALL VOTE: 5 Yes votes – Pell, P. Sturm, Schowalter, Evans, and V. Sturm. 0 No votes. Motion passed.**

### **ADJOURN**

**MOTION: Trustee Evans moved to adjourn the Town of Collbran Board of Trustees Regular Meeting of December 5, 2017; seconded by Trustee P. Sturm.**

**ROLL CALL VOTE: 5 Yes votes – P. Sturm, Schowalter, Evans, Pell, and V. Sturm. 0 No votes. Motion passed.**

The Regular Meeting of December 5, 2017 adjourned at 8:02pm.

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Approved

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Attest