

**Collbran Board of Trustees Meeting Minutes
Tuesday, August 14, 2018
Regular Meeting
7:00 PM Collbran Town Hall**

Mayor Evans called the Regular Meeting of August 14, 2018 of the Collbran Board of Trustees to order at 7:01pm. The Pledge of Allegiance was recited.

PRESENT ON ROLL CALL: Trustees Todd, White, Appelhanz, Melnikoff, and Mayor Evans.

ABSENT: none

OTHERS PRESENT: Administrator Farrar, Administrator Casselberry, Town Clerk/Treasurer Phillips, Deputy Clerk/Admin. Asst. Matarozzo, Marshal Appelhanz, Bill Hoffman, Dave Edwards, Tilda Evans, Chris Clark, Kaleb Julius, Gary Winkelblack, Sylvia Spangler

APPROVAL OF MINUTES

MOTION: Trustee Appelhanz moved to approve the Minutes from the Regular Meeting of July 10, 2018; seconded by Trustee K. Melnikoff.

ROLL CALL VOTE: 4 Yes votes – Melnikoff, Appelhanz, Todd, and Evans. 0 No votes. 1 Abstain – Trustee White. Motion passed.

MOTION: Trustee Melnikoff moved to approve the Minutes from the Special Meeting of July 10, 2018; seconded by Trustee Todd.

ROLL CALL VOTE: 4 Yes votes – Todd, Appelhanz, Melnikoff, and Evans. 0 No votes. 1 Abstain – Trustee White. Motion Passed

MOTION: Trustee Todd moved to approve the Minutes from the Special Meeting of July 13, 2018; seconded by Trustee White.

ROLL CALL VOTE: 5 Yes votes – White, Todd, Appelhanz, Melnikoff, and Evans. 0 No votes. Motion Passed

MOTION: Trustee Todd moved to approve the Minutes from the Special Meeting of July 16, 2018; seconded by Trustee Melnikoff.

ROLL CALL VOTE: 5 Yes Votes – Appelhanz, Melnikoff, Todd, White, and Evans. 0 No votes. Motion Passed

MOTION: Trustee Appelhanz moved to approve the Minutes from the Special Meeting of August 3, 2018; seconded by Trustee Melnikoff.

ROLL CALL VOTE: 5 Yes votes – Melnikoff, Todd, White, Appelhanz, and Evans. 0 No votes. Motion Passed.

PERSONS PRESENT NOT ON AGENDA

None

Laramie Energy and Collbran Clean-up Day Update - Chris Clark

Chris Clark with Laramie Energy and Board President with Western Slope Oil & Gas Association gave an update on the upcoming 2nd Annual Collbran Clean Up & Town Picnic Day. This event is to be held Thursday, September 6th, 8am – 1:30pm at Terrell Park. This was a well attended event last year and all parties are looking forward to this year.

Chris gave an update on an upcoming rig move and forecasted activity in the area for the next several months. Mr. Clark also invited the Town Board of Trustees and Staff a rig tour, Melonie will work on the scheduling of this.

Audit Presentation of Town Financial Statements for Fiscal Year 2017 – Jeff Wendland, CPA, LLC

Mr. Wendland was unable to make it to the meeting because of I-70 being closed. Davis gave a brief update and we tabled this to the September, 4, 2018 Board of Trustees Regular Meeting.

American Legion Request for Funding – Kaleb Julius

Mr. Julius requested funding for memorial markers for local veterans to be placed at all cemeteries in the Plateau Valley. Administrator Davis explained our Discretionary Fund Application and encouraged the American Legion to submit the request during the open application period.

Public Hearing – Special Events Liquor License – American Legion, Post 86 – Collbran Auditorium – 102 Main Street - September 15, 2018 - Kaleb Julius

Mayor Evans opened the Public Hearing. Mr Julius requested Board approval of a Special Events Liquor License application for American Legion, Post 86 to hold a dinner and dance at the Collbran Auditorium. The event is to raise money for local veterans, they will serve beer and wine with dinner. Marshal Appelhanz has no concerns with this event and recommends approval. Town Staff recommends approval.

MOTION: Trustee Todd moved to approve the Special Events Liquor License for the American Legion, Post 86 at the Collbran Auditorium, 102 Main St. in Collbran on September 15, 2018; seconded by Trustee R. White.

ROLL CALL VOTE: 5 Yes votes – K. Todd, R. White, S. Appelhanz, K. Melnikoff, and Evans. 0 No votes. Motion passed.

Street Closure Request – Town of Collbran – Main Street (Between High St and Short St) – September 14, 2018

Melonie Matarozzo requested a Street Closure Permit to include Main Street between High St. and Short St. for the purpose of our Annual Oktoberfest Celebration.

MOTION: Trustee Appelhanz moved to approve the Street Closure Permit for the Town of Collbran; seconded by Trustee Melnikoff.

ROLL CALL VOTE: 5 Yes votes – R. White, S. Appelhanz, K. Melnikoff, K. Todd, and Evans. 0 No votes. Motion passed.

Public Hearing – Special Events Liquor License – Town of Collbran – Oktoberfest on Main Street - September 14, 2018

Mayor Evans opened the Public Hearing. Melonie Matarozzo spoke to the details of the event. Marshal Appelhanz recommends approval. Staff recommends approval.

MOTION: Trustee Appelhanz made a motion to Approve the Special Events Liquor License for the Town of Collbran, for the purpose of Oktoberfest on September 14, 2018. Seconded by Trustee Todd.

ROLL CALL VOTE: 5 Yes votes – S. Appelhanz, K. Todd, K. Melnikoff, R. White, and Evans. 0 No votes. Motion passed.

Town of Collbran Mid-Year Financial Report

Town Treasurer Jeff Phillips gave the mid-year financial report and answered questions of the Board of Trustees. Administrator Farrar reviewed his memo with the Board, along with his recommendations.

Approve Expenditures

Treasurer Phillips asked if there were any questions regarding expenditures from July 11, 2018 through August 10, 2018. There were none.

MOTION: Trustee R. White moved to approve the Expenditures from July 11, 2018 through August 10, 2018; seconded by Trustee Appelhanz.

ROLL CALL VOTE: 5 Yes votes –S. Appelhanz, K. Todd, K. Melnikoff, R. White and Evans. 0 No votes. Motion passed.

Authorization for the Town to Sign Auditorium State Historical Fund Grant

Admin Farrar asked for authorization to sign the State Historical Fund Grant.

MOTION: Trustee Appelhanz moved to approve the authorization for the Town Administrator to sign the Grant; seconded by Trustee Melnikoff.

ROLL CALL VOTE: 5 Yes votes – S. Appelhanz, K. Todd, K. Melnikoff, R. White, and Evans. 0 No votes. Motion passed.

Proclamation Declaring the Name of Collbran to be Santa Rosalia

Mayor Evans read a Proclamation declaring the Name of Collbran to be Santa Rasalia for the week of September 2, 2018 through September 7, 2018. Sylvia Spangler from the Plateau Valley Historical Preservation Society was on hand to accept the Proclamation. Ms. Spangler also gave an update on the Santa Rosalia Celebration.

Resolution No. 7, Series of 2018 – A Resolution of the Town of Collbran, Colorado, Establishing the Locations for Posting Official Public Notices Within the Town of Collbran

As discussed at prior meetings, we need to designate our posting places for Public Notices. Town Staff is suggesting a new bulletin board in front of the Collbran Auditorium, the bulletin board in front of Town Hall and a bulletin board at Lilac Park.

MOTION: Trustee Melnikoff moved to pass Resolution No. 7, Series 2018. Seconded by Trustee White.

ROLL CALL VOTE: 5 Yes Votes - S. Appelhanz, K. Todd, K. Melnikoff, R. White, and Evans. 0 No votes. Motion passed.

TRUSTEE COMMENTS

Trustee Appelhanz asked for clarification on a Special Meeting. Discussion regarding the resignation of Town Clerk/Treasurer Jeff Phillips. The suggestion was made to appoint Melonie Matarozzo at Town Clerk/Treasurer at a Special Meeting on August 21, 2018.

There was discussion to keep moving forward on the work we had started on the Sign Code.

The Board discussed the retirement of Tom Kachin and what staff was doing to be proactive in finding a replacement.

Mayor Evans had praise for Melonie Matarozzo and Marshal Appelhanz.

STAFF REPORTS

Town Administrator

Admin. Farrar discussed the Administrator Transition plan between he and Elyse Casselberry. Mr. Farrar will stay available for as long as his services are needed to make the transition as smooth as possible. There are a few projects he would like to wrap up before he leaves.

Admin Farrar gave an update on our downtown improvement project.

Admin Farrar brought up that an Ammendment to the Land Use Code may be in order regarding sheds.

Town Marshal

Marshal Appelhanz distributed his monthly report to the Board. Marshal Appelhanz told the Board that he is trying to finish setting up patrol vehicles. He mentioned the Town will advertise for the position of Deputy Marshal again. He was asked to explain the ALICE training he attended.

ADJOURN

MOTION: Trustee Melnikoff moved to adjourn the Town of Collbran Board of Trustees Regular Meeting of August 14, 2018; seconded by Trustee Todd.

ROLL CALL VOTE: 5 Yes votes – Todd, S. Appelhanz, K. Melnikoff, R. White and Evans. 0 No votes. Motion passed.

The Regular Meeting of June 5, 2018 adjourned.



Approved



Attest

