

**Collbran Board of Trustees Meeting Minutes  
Tuesday, September 4, 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 Appelhanz, Melnikoff, Todd, White and Mayor Evans.

**ABSENT:** none

**OTHERS PRESENT:** Administrator Casselberry, Town Clerk/Treasurer Matarozzo, Karla Distel, Marshal Appelhanz, Bill Hoffman, Dave Edwards, Jeff Wendland

**APPROVAL OF MINUTES**

**MOTION:** Trustee Melnikoff moved to approve the Minutes from the Regular Meeting of August 14, 2018; seconded by Trustee Todd.

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

**MOTION:** Trustee Appelhanz moved to approve the Minutes from the Regular Meeting of August 14, 2018; seconded by Trustee Melnikoff.

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

**AUDIT PRESENTATION OF TOWN FINANCIAL STATEMENTS FOR FISCAL YEAR 2017  
BY JEFF WENDLAND, CPA, LLC**

Mr. Wendland introduced himself and reviewed why we have an Audit every year. Mr. Wendland is asking for approval of the 2017 Financials to be turned into the State by September 30, 2018.

**MOTION:** Trustee Melnikoff motioned that the Board of Trustees of the Town of Collbran, Colorado Accept the 2017 Audit as presented; seconded by Trustee White.

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

**TOWN STAFF TRANSITION PLAN AND JOB DESCRIPTIONS**

Administrator Casselberry gave an update on the status of Town Hall Staff. Karla Distel introduced herself to the Board of Trustees. We are advertising for a Finance Position and an Administrative Assistant. We are also advertising for a Deputy Marshal position. Administrator Casselberry has constructed new Job Descriptions for the staff in Town Hall.

**TRUSTEE COMMENTS**

A quick update on the cell tower at Gandhi Park. Update on Clean-Up Day.

**STAFF REPORTS**

**Town Administrator**

Admin. Casselberry would like to schedule 1 on 1 conversations with each Board Member. Town staff is working on streamlining some changes to the Agenda and how we run a meeting and also a different version of Minutes. Staff is advocating for Motion Minutes.

**Town Marshal**

Marshal Appelhanz gave a verbal report. He is putting in a very strong presence at the School. He is doing Active Shooter training with the PV Medical Clinic staff.

**APPROVE EXPENDITURES**

**MOTION: Trustee White moved to approve the expenditures for the Town of Collbran from August 11, 2018 through August 31, 2018; seconded by Trustee Todd.**

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

**ADJOURN**

**MOTION: Trustee Appelhanz moved to adjourn the Town of Collbran Board of Trustees Regular Meeting of September 4, 2018; seconded by Trustee White.**

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

The Regular Meeting of September 4, 2018 adjourned at 8:20pm.

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Approved

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Attest