

Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting 6:00 pm -Tuesday February 6, 2024

I. Call to order

Mayor Todd called to order the regular meeting of the Town of Collbran Board of Trustees at 6:00pm.

II. Pledge of Allegiance

III. Roll Call

Present: Trustee Zentz, Trustee Evans, Trustee Dalrymple, Trustee Melnikoff, & Mayor Todd

IV. Consent Agenda Consisting of Minutes from December 5th, 2023 (Amended), January 2nd, 2024 and January 16th, 2024 as well as Expenditures from January 2024.

MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED; SECONDED BY TRUSTEE ZENTZ

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

V. Persons Not On The Agenda

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VI. Discuss Change Requests to Optimus Communication’s License Agreement and Authorize Mayor to Sign Revised Lease Agreement.

Mark McGowan appeared via Zoom to discuss his proposed changes to his current license agreement. His rental fees stayed the same at \$100/month but asked for the lease renewal period to be extended to a 4 years instead of on an annual basis. He also requested that the lease termination notice be extended to 6 months to allow for proper equipment extraction during the right times of year. The Board agreed to Mr. McGowans proposals on Optimus Communication’s License Agreement.

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE CHANGE REQUESTS TO OPTIMUS COMMUNICATION’S LICENSE AGREEMENT AND TO AUTHORIZE THE MAYOR TO SIGN THE REVISED LEASE AGREEMENT; SECONDED BY TRUSTEE MELNIKOFF.

Vote Results:

Ayes: Trustees Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: Trustee Dalrymple

MOTION CARRIED.

VII. Discussion Regarding 2024 Water/Sewer Rate Increase and Option to Work With Colorado Rural Water Association on an Updated Utility Rate Study.

Town Staff presented the option to postpone increasing water/sewer rates for this year. Colorado Rural Water Association has offered to help us complete an updated rate study so we can appropriately price water and sewer rates to current times. The last study was done in 2019 - so this rate study is needed. Town Staff presented the option to postpone the rate increase until the study was completed - which would be a minimum of 90 days. Trustees discussed the options and decided to go ahead with the water and sewer rate increase as proposed as it has already been worked into the 2024 budget. Utility Rate study will be completed and used to set 2025 water/sewer rates.

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE WATER/SEWER RATE INCREASE AS ORIGINALLY PROPOSED FOR THE 2024 BUDGET YEAR; SECONDED BY TRUSTEE EVANS.

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, and Zentz

Nayes: Mayor Todd

MOTION CARRIED.

VIII. Confirm Engagement Letter with Blair and Associates, PC to Perform the Independent Audit of the Town's Financial Position for the Year Ended December 31st, 2023.

This will be the Town's 3rd year employing the services of Blair and Associates PC. They have successfully completed our audits and have found them to be in the "clear." (Good Standing)

This letter confirms that we will be using Blair and Associates for the audit of the 2023 fiscal year.

MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE CONFIRMATION OF THE ENGAGEMENT LETTER WITH BLAIR AND ASSOCIATES PC TO PERFORM THE INDEPENDENT AUDIT OF THE TOWN'S FINANCIAL POSITION FOR THE YEAR ENDED DECEMBER 31ST, 2023 AS PRESENTED; SECONDED BY TRUSTEE ZENTZ

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

IX. Award Asbestos Abatement Contract to Rockies Environmental and Demolition Services in The Amount of \$78,400 for the Auditorium Renovation Project Contingent Upon A Signed Contract from DOLA for Auditorium Renovation.

Signing this contract will que the start of the abatement process of the Auditorium Renovation Project. Abatement is set to start next month.

Mayor Todd pointed out that the company's demolition certificate was set to expire in March of this year. He requested that the award be contingent upon proof of certificate renewal.

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE AWARDING OF THE ASBESTOS ABATEMENT CONTRACT TO ROCKIES ENVIRONMENTAL AND DEMOLITION SERVICES IN THE AMOUNT OF \$78,400 FOR THE AUDITORIUM RENOVATION PROJECT CONTINGENT UPON SIGNED CONTRACT FROM DOLA AND PROOF OF DEMOLITION CERTIFICATION RENEWAL; SECONDED BY TRUSTEE DALRYMPLE.

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

X. Award Asbestos Monitoring Contract to Foothills Environmental Inc. in the Amount of \$15,030, Contingent Upon signed CDBG Contract with DOLA for Auditorium Renovation.

The federal and state laws regarding asbestos abatement and removal requires that a secondary supervisory company be hired to oversee the abatement process. Foothills Environmental presented the Town with an appropriate bid for their services and have worked with Rockies Environmental and Demolition already.

TRUSTEE EVANS MOVED TO APPROVE THE AWARDING OF THE ASBESTOS MONITORING CONTRACT TO FOOTHILLS ENVIRONMENTAL INC. AS PRESENTED; SECONDED BY TRUSTEE DALRYMPLE.

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

XI. Award the Contract Manager/General Contractor Agreement to Asset Engineering contingent upon signed contract from DOLA for Auditorium Renovation.

MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE AWARDING OF THE CONTRACT MANAGER/GENERAL CONTRACTOR AGREEMENT TO ASSET ENGINEERING CONTINGENT UPON SIGNED CONTRACT FROM DOLA FOR AUDITORIUM RENOVATION; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

XII. Authorize the Town Manager to Negotiate and Sign a Professional Services Contract with Asset Engineering for Pre-Construction Services for the Collbran Auditorium Renovation Project in an Amount not to Exceed \$10,000.

MOTION: TRUSTEE DALRYMPLE MOVED TO APPROVE THE AUTHORIZATION FOR THE TOWN MANAGER TO NEGOTIATE AND SIGN A PROFESSIONAL SERVICES CONTRACT WITH ASSET ENGINEERING AS PRESENTED; SECONDED BY TRUSTEE MELNIKOFF.

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

XIII. Authorize Mayor to Sign Memorandum of Agreement with Colorado State Historic Preservation Office (SHPO) Regarding Collbran Auditorium Renovation Project.

MOTION: TRUSTEE EVANS MOVED TO APPROVE THE AUTHORIZATION FOR THE MAYOR TO SIGN THE MEMORANDUM OF AGREEMENT WITH SHPO FOR THE AUDITORIUM RENOVATION PROJECT AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

XIV. Grants Status Updates

Finance Director went through our current awarded grant funds and our grant ratio. Our ratio is 1:7 which means that for every \$1 that the Town of Collbran has spent, we have received \$7 in matched grant funding.

XV. Discussion Regarding Posting Monthly Expenditures

Town Staff has recently been made aware that constituents wanted to be able to view the Town's monthly expenditures. It was suggested on social media platforms that we publish the entire finance report in the PV Times. With current advertising rates at \$120 for a full page ad, and expenditure reports being 8 to 12 pages long, the Town would be looking to spend \$1000 to \$1500/monthly just to publish expenditures. Town Staff has already done the necessary work to post past years expenditures to the website and will continue to update the expenditures on a monthly basis once approved by the Board.

The Board decided that publishing the expenditures on the website offers more than enough transparency to the public while saving the Town thousands of dollars in advertising costs.

The attendees of the meeting asked how to find the expenditures as well as board minutes and materials. Town Staff will create a flow chart to publish in the next PV times to help guide the public better to the content they desire.

XVI. Authorize Town Manager to Sign the 2024 KLJ On Call Task Order No. 2024 - 00219.01 for Engineering Services.

KLJ is the Town's hired engineering firm. This task order allows Town Staff to make calls to our engineers on an on-call basis in the event of emergencies.

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE AUTHORIZATION FOR THE TOWN MANAGER TO SIGN THE 2024 ON CALL TASK ORDER WITH KLJ; SECONDED BY TRUSTEE MELNIKOFF.

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

XVII. Approval to Submit 2025 Congressionally Designated Spending Interest Form to Senator Hickenloopers and Senator Bennet Regarding Extending the Water Line to the Plateau Valley School.

Plateau Valley School approached the Town with the idea of extending the Town's water and sewer services to the new school set to be constructed over the next three years. With the school already being awarded the BEST grant, we believe that this project is a perfect candidate for Congressionally Designated Spending - The Town Manager is requesting permission to submit the form of interest for these Congressionally Designated Funds in hopes that the entire project will be funded on a federal level.

There were several questions from constituents regarding the extension of the water line. Town Staff explained that we are just submitting a form to be entered in a queue for next year's congressional spending. There are no drawn or engineered plans yet but a feasibility study will be completed in the meantime to determine the best route for the water line.

MOTION; TRUSTEE ZENTZ MOVED TO APPROVE THE SUBMITTAL OF THE 2025 CONGRESSIONALLY DESIGNATED SPENDING INTEREST FORM TO STATE SENATORS HICKENLOOPER AND BENNET REGARDING THE EXTENSION OF THE TOWN'S WATER LINE TO PLATEAU VALLEY SCHOOL; SECONDED BY TRUSTEE MELNIKOFF.

Vote Results:

Ayes: Trustees Dalrymple, Evans, Melnikoff, Zentz, & Mayor Todd

Nayes: None

MOTION CARRIED.

XVIII. Kendall Wilcox - Subject Unknown

Mr. Wilcox called Town Hall earlier in the day and asked to be moved to the March agenda as both him and his wife were feeling under the weather.

XIX. Theresa Wilcox - Subject Unknown

Mr. Wilcox called Town Hall earlier in the day and asked to be moved to the March agenda as both him and his wife were feeling under the weather.

XX. Monthly Staff Update

XXI. Trustee Informational and/or Items for Future Agenda

Trustee Melnikoff requested that the Town write a letter of dissatisfaction to Republic Services for another rate increase on their refuse removal services. It was discussed to potentially look into other companies that would potentially serve our area. There have been suggestions to have the Town as a municipality employ a refuse service and then bill residents for the trash service along with their water/sewer bills.

XXII. Public Correspondence

Thank you letters for Discretionary Funds

XXIII. Adjournment

MOTION: TRUSTEE MELNIKOFF MOVED TO ADJOURN; SECONDED BY ALL.

Meeting was adjourned at 8:33pm



Approved



Attest

