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**Collbran Board of Trustees Meeting Minutes  
Tuesday, March 3, 2015  
Regular Meeting  
7:00 PM Collbran Town Hall**

The Regular Meeting of the Collbran Board of Trustees was called to order at 7:03pm by Mayor Pro Tem Dorman. The Pledge of Allegiance was recited.

**PRESENT ON ROLL CALL:** Trustees Sturm, Entwistle, and Mayor Pro Tem Dorman.

**ABSENT:** Mayor Jones and Trustee Schowalter.

**OTHERS PRESENT:** Administrator Farrar, Treasurer/Clerk Phillips, Marshal Appelhanz, Deputy Marshal Mitchell, and Margaret Eversole.

**APPROVAL OF MINUTES**

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

**ROLL CALL VOTE:** 3 Yes votes – Entwistle, Sturm, and Dorman. 0 No votes.

Motion passed.

**PERSONS PRESENT NOT ON AGENDA**

Nobody came forward.

**USE OF PARKING SPACE AT AUDITORIUM FOR STREET VENDORS**

Admin. Farrar informed the Trustees that Ronald Jensen of Tiny Town Farms is the Town’s first applicant for a street vendor’s license. He said that he would like to be in the downtown area but not sure precisely where. Admin. Farrar mentioned that he had suggested to Mr. Jensen that perhaps the Auditorium parking lot would be a good location. Trustee Entwistle asked what Tiny Town Farms sells. (TRUSTEE SCHOWALTER ARRIVED) Trustee Sturm mentioned that they were the same things that were at the Creamery last year.

**MOTION:** Trustee Entwistle moved to approve the use of a parking space for Ronald Jensen of Tiny Town Farms at the Collbran Auditorium to utilize his street vendor permit; seconded by Trustee Schowalter.

**ROLL CALL VOTE:** 4 Yes votes – Schowalter, Sturm, Entwistle, and Dorman. 0 No votes.

Motion passed.

**RESOLUTION NO. 4, SERIES 2015 – A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO SUPPORTING AN APPLICATION FOR A GRANT FROM THE MESA COUNTY FEDERAL MINERAL LEASE DISTRICT AND THE COMPLETION OF THE STREET MAINTENANCE PROJECT**

Admin. Farrar introduced the resolution and noted that he is working on an application for a Federal Mineral Lease mini-grant for \$50,000 for street improvements. He said that one requirement is that the Town passes a resolution that states that the Town will do the work and maintain it for 25 years. He also mentioned that the resolution would authorize him to sign the application for the grant. Admin. Farrar said that Keith Encke of Public Works has been investigating prices for materials. Admin. Farrar mentioned that the Town has not previously been a recipient of a federal mineral lease grant and that hopefully works in our favor. He said that he is seeking letters of support from the Collbran Job Corps, Laramie Energy, Piceance Energy, OXY USA, and others.

**MOTION: Trustee Entwistle moved to approve Resolution No. 4, Series 2015 as written and presented; seconded by Trustee Sturm.**

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

**AUDIT ENGAGEMENT LETTER FOR 2014 AUDIT – Jeff Wendland, CPA, LLC**

Admin. Farrar mentioned that Mr. Wendland has performed the municipal audit for the Town for a number of years. He had planned to put the audit work for bid for this year, but realized that there wasn't enough time to go through that process early in the year. Because of the State audit delivery deadline it would be best to retain Mr. Wendland for this audit and seek bids later this year. Admin. Farrar said that Mr. Wendland will be charging the same fee as before. He said he would work on soliciting bids for next year's audit. Admin. Farrar mentioned that the audit engagement letter that was sent by Jeff Wendland, CPA, LLC needs to be signed by the Administrator and the Mayor and returned.

**MOTION: Trustee Sturm moved to approve the audit engagement letter from Jeff Wendland, CPA, LLC for the municipal audit for fiscal year 2014; seconded by Trustee Schowalter.**

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

**STAFF REPORTS**

**Town Administrator**

Admin. Farrar said Bobcat of the Rockies wasn't willing to split the difference between the original \$28,802 and the revised \$43,000 for the skid steer. He said that they offered to permit the Town to pay \$34,000 now and the remaining \$9,000 in 2016. Admin. Farrar said the Town Attorney drafted a letter stating that the sales agreement signed by the Town for the quoted amount of \$28,802 was binding. Admin. Farrar said that with Board approval, the letter will be sent to Bobcat along with a check for \$28,802. He said that the Town Attorney feels we have a strong case.

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**MOTION: Trustee Schowalter moved to approve the Town Attorney to send the letter to Bobcat of the Rockies stating that the Town is enclosing a check for the agreed upon price of the Bobcat skid steer of \$28,802; seconded by Trustee Entwistle.**

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

Admin. Farrar said that the Town was awarded a \$3,500 SIPA grant to cover additional employee time to upload documents on the Town's new website. He said that he was okay with Melonie Matarozzo (Administrative Assistant) working some flex time on this task.

Admin. Farrar mentioned that minutes have been received from the Arena Advisory Committee from their February 25, 2015 meeting. He said that they plan on sending a copy to Town Hall after each meeting so the Board can stay abreast of what is happening. Trustee Schowalter mentioned that the Committee plans on meeting the first Wednesday of each month; however, in March they won't meet until the 18th due to a scheduling conflict. She also asked why Luann Wallace had resigned from the Committee. Admin. Farrar said that it was for personal reasons. Trustee Entwistle inquired about the Committee vacancy. Admin. Farrar said that it would be addressed at the April Regular Meeting.

Trustee Schowalter asked how the Job Corps volunteer was working out in Town Hall. Admin. Farrar said that she is doing well, and is learning. Treasurer/Clerk Phillips said that she did fine the one day that she worked with him.

Trustee Sturm asked if the Mesa County Commissioners could be contacted about the detour on 58.5 Road. Admin. Farrar said he would do so. He also mentioned that the Board could have a letter drafted for the next Regular meeting that addresses this issue to the Commissioners as well. Admin. Farrar said that he will ask Mesa County to send us a letter to update us.

### **Town Marshal**

Marshal Appelhanz said that he had met with the Mesa County Sheriff recently. He said that he won't issue Deputy Marshal Mitchell a Mesa County card until he completes the County FTO training which will be in the fall. Marshal Appelhanz said that he doesn't need to have a Mesa County card; even without one he could still help with a verbal request for assistance. Admin. Farrar said that unless the situation dictates otherwise, Mesa County Sheriff's Department should be first responders to County incidents with back-up from the Town if requested. He said he relied on Marshal Appelhanz to use his best judgment. Marshal Appelhanz mentioned that he applied for a grant for a patrol car and has requested the maximum amount of \$20,000. With reference to the newly elected Sheriff, Marshal Appelhanz said that he has enjoyed working with Mesa County Sheriff Matt Lewis in the past. Marshal Appelhanz also mentioned that he had recently purchased a distractionary device. He also spoke about having school dollars to help pay for his salary; he said that his presence there is important for security. Marshal Appelhanz mentioned that he and Deputy Marshal Mitchell attend some of the sporting events at the school to provide a presence when they can.

Marshal Appelhanz said that February was a busy month. He commented that a new bartender at Grand Mesa Tavern cut off a customer on February 24<sup>th</sup>; he said that he appreciated that. Trustee Entwistle remarked that the individual was very intoxicated; Marshal Appelhanz said the individual was on several medications. Trustee Schowalter inquired about if the Marshal was making a presence at the Job Corps;

Marshal Appelhanz replied that the need hasn't come up very often. He said that the kids there are well behaved after they have been there for a few months because of the way the program is operated.

**APPROVE EXPENDITURES**

Trustee Entwistle mentioned to Marshal Appelhanz that his department has had a number of expenditures on Accounts Payable for the past month. Marshal Appelhanz said that he was finishing up on purchases that were budgeted. Trustee Entwistle asked about what he had purchased at "A Pawn Shop". Marshal Appelhanz said that he purchases most of his ammo there. He said that Jimmy, the owner, has given him some good deals over the years. He mentioned that Wilcox Auto, where he recently purchased some sidearms, is also in the same building and is operated by Jimmy's sister Belinda. Marshal Appelhanz indicated that he did buy some ammo recently from GT Distributors because Jimmy couldn't get it. Trustee Entwistle mentioned that it appears that the Marshal is stocking up for the year; Marshal Appelhanz said that he shouldn't have expenditures of significance the rest of the year after this. He said that he needed the ammo for training; in years past he wasn't able to purchase as much as he wanted, so he had to train with his own ammo since he needs to keep his skills sharp for the job. It was noted that these expenditures were included in the 2015 Budget.

**MOTION: Trustee Entwistle moved to approve all of the expenditures for the Town of Collbran from February 4, 2015 through March 3, 2015 except Local Focus Digital Media, LLC; seconded by Trustee Schowalter.**

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

**MOTION: Trustee Schowalter moved to approve the expenditure for the Town of Collbran from February 4, 2015 through March 3, 2015 from Local Focus Digital Media, LLC; seconded by Trustee Entwistle.**

**ROLL CALL VOTE: 3 Yes votes – Sturm, Entwistle, and Schowalter. 0 No votes. Mayor Pro Tem Dorman abstained. Motion passed.**

**ADJOURN**

**MOTION: Trustee Entwistle moved to adjourn the Town of Collbran Board of Trustees Regular Meeting of March 3, 2015; seconded by Trustee Schowalter.**

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

The Regular Meeting adjourned at 7:52pm.

Approved  
*Frank Jones*  
Mayor

Attest  
*[Signature]*

04/08/15

