

**Collbran Board of Trustees Meeting Minutes**  
**Tuesday, August 29, 2017**  
**Special Meeting**  
**6:00 PM Collbran Town Hall**

Mayor Sturm called the Special Meeting of August 29, 2017 of the Collbran Board of Trustees to order at 6:00pm. 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, and Marshal Appelhanz.

**MEMORANDUM OF UNDERSTANDING BETWEEN COLLBRAN JOB CORPS CENTER AND COLLBRAN TOWN MARSHAL**

Admin. Farrar presented the MOU between the Job Corps and the Town of Collbran Marshal that was previously on the agenda at the August 8, 2017 Board of Trustees Regular Meeting. He said the Town has signed this MOU for several years, but it was previously handled administratively. He mentioned that a similar agreement exists between the Town of Collbran Marshal and Plateau Valley School. He said that he sent the MOU to Town Attorney Jim Neu for review, and the Attorney did not have concerns. He asked if Marshal Appelhanz had any concerns about the MOU and the Marshal indicated he did not. He explained that Job Corps Center Director Gove Aker was hoping for Town approval, so the MOU could be returned to the Federal Government by August 31. This is the reason the issue is being handled at a special meeting. Admin. Farrar recommended to the Board that they approve the MOU, and authorize the Mayor to sign it. He asked the Board if they had any questions.

Trustee Pell asked if the agreement with the Job Corps is the same as the one the Town has with P.V. School. Admin. Farrar said it was similar, but not the same. Trustee Pell asked if Job Corps proposed to pay the Town for the services. It was told that there is no financial compensation associated with the MOU. Admin. Farrar said that the P.V. School District agreement was driven by their auditors who wanted an agreement associated with the \$10,000 paid to Collbran for Marshal services. Admin. Farrar said the Collbran Job Corps and P.V. School are in Town limits, so the Collbran Marshal's Office would have to respond to either location if there was a law enforcement issue. Marshal Appelhanz said that the MOU with the Job Corps is a Federal Government formality. Admin. Farrar asked Marshal Appelhanz if there was anything in the MOU that requires them to do anything that they would not do otherwise; Marshal Appelhanz said there was not anything. Trustee Pell asked if Admin. Farrar could speak with the Job Corps to see if they are willing to contribute any money. Trustee Schowalter said that she does not believe that they would contribute. Mayor V. Sturm said that the Town Marshal's Office would have to respond to the Job Corps whether or not there was an agreement.

**MOTION:** Trustee Evans moved to approve the Town of Collbran Mayor to sign the memorandum of understanding between Collbran Job Corps Center and Collbran Town Marshal dated July 1, 2017; seconded by Trustee Schowalter.

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

Admin. Farrar encouraged the Board to regularly check their tablets for emails, and contact Town Hall if anyone is having problems with theirs. Staff has been sending emails to the Trustees, but had not received responses. He reminded the Trustees that emails on their tablets is the primary method by which staff communicates with Board members.

Staff met today with Ranch Domestic and Laramie Energy about the proposed water service concept. He said that they gave the Town a 71-page engineering report late on Friday, August 25 and wanted to meet today about it. He said that Laramie Energy representative Jim Hoenstein had heard rumors that the Town would be completing the improvements in the Ranch Domestic Subdivision. Admin. Farrar assured and verified with the Board that the Town of Collbran would not be making any improvements associated with service to Ranch Domestic. The Trustees said they were also clear on that fact. He said that he will send the engineering report to an engineer representing the Town's interests for review and input. He said that he will first have Ranch Domestic and/or Laramie Energy sign a reimbursement agreement for those costs. He anticipates that Ranch Domestic will appear before the Board of Trustees at their Regular Meeting in October or November. He noted that tap fees, and water rights dedication will be part of any agreement to ensure that the Town remains "whole". He explained that Ranch Domestic came to the Town for relief, but the Town is under no obligation to enter an agreement with the properties outside Town limits.

Trustee Pell asked if there was an updated schedule for the downtown street project. Admin. Farrar said he is working with Job Corps on an updated timeline because the current one is out of date. The Board asked about the Downtown Improvements Project. Admin. Farrar offered responses.

Trustee Pell asked if the solar streetlights have been ordered and if the vendor is installing them. Admin. Farrar said that the lights had been ordered and the Town is pursuing prices for contractor installation versus Town staff installation. In any case, the lights will be installed in conformance with the manufacturer's recommendations. Trustee Pell asked about park benches. Admin. Farrar said that staff is still investigating the type of bench to be used along with the other items. An order will be made as soon as a desirable product is found.

**ADJOURN**

**MOTION: Trustee P. Sturm moved to adjourn the Town of Collbran Board of Trustees Special Meeting of August 29, 2017; seconded by Trustee Pell.**

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

The Special Meeting adjourned at 6:19pm.



Approved



Attest

