

Town of Collbran Board of Trustees

Meeting Minutes

Regular Meeting
December 7, 2021

I. Call to order

Mayor Todd called to order the regular meeting of the Town of Collbran Board of Trustees at 6:03 pm on December 7, 2021 at Collbran Town Hall.

II. Pledge of Allegiance

III. Roll call

Present: Trustee Appelhanz, Dalrymple, Evans, Melnikoff and Mayor Todd

IV. Consent Agenda consisting of Minutes from November 2, 2021, November 19 2021 and Expenditures from November 2021

A. MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED; SECONDED BY TRUSTEE EVANS

Vote Results:

Ayes: Trustees Appelhanz, Dalrymple, Evans, Melnikoff and Mayor

Todd

Nayes: None

Motion carried.

V. Persons Present Not on the Agenda

VI. KLJ Presentation on Collbran to School Trail Feasibility Study

1. Marc, with KLJ, was here to present the school trail feasibility study. He brought in drawings and a report in which he explained and went through everything.

VII. Approve Selection of KLJ Engineering as the Town of Collbran's Engineer of Record and Authorizing Staff to Sign a Professional Service Agreement

1. On September 30th, we put out a Request for Proposals of Engineering Services

- and got a response from five different engineering firms.
2. Public Works Supervisor Nichols, Administrator Matarozzo and Scott Samuels with Mesa County Engineering each graded the responses and conducted interviews for each firm.
 3. It is Staff recommendation that we hire KLJ Engineering as the Town of Collbran's engineer for record and for on-call services.

A. MOTION: TRUSTEE APPELHANZ MOVED TO APPROVE THE SELECTION OF KLJ ENGINEERING AS THE TOWN OF COLLBRAN'S ENGINEER OF RECORD AND AUTHORIZING STAFF TO SIGN A PROFESSIONAL SERVICE AGREEMENT; SECONDED BY TRUSTEE MELNIKOFF

Vote Results:

Ayes: Trustees Appelhanz, Dalrymple, Evans, Melnikoff and Mayor

Todd

Nayes: None

Motion carried.

VIII. Approve Ordinance Updates: 11.06.070/ 11.12.050/ 11.12.060/ 11.12.170/ 11.12.160/ 11.12.010/ 11.14.101/ 11.14.015/ 11.14.020/ 11.14.030/ 11.14.050/ 11.14.100/ 11.20.150/ 11.20.160/ 11.20.170/ 11.26.070/ 11.26.080/ 12.02.010-070

1. The Board of Trustees discussed the Ordinances and came to the agreement of bringing this item back for Friday, December 10, 2021 meeting

IX. Approve Employee Handbook Updates

1. The Board of Trustees discussed the Employee Handbook and came to the agreement of bringing this item back for Friday, December 10, 2021 meeting

X. Approve the Yearly Memorandum of Understanding with Mesa County Animal Services and Collbran Marshal's Office

A. MOTION: TRUSTEE EVANS MOVED TO APPROVE THE YEARLY MEMORANDUM OF UNDERSTANDING WITH MESA COUNTY ANIMAL SERVICES AND COLLBRAN MARSHAL'S OFFICE; SECONDED BY TRUSTEE DALRYMPLE

Vote Results:

Ayes: Trustees Appelhanz, Dalrymple, Evans, Melnikoff and Mayor Todd

Nayes: None

Motion carried.

XI. Public Budget Hearing- Public Comment

1. The Public Budget Hearing was opened for discussion at 8:25pm.
2. Finance Director Distel gave a brief overview on where we're at in the budget process. They are presented with the final proposed budget. There are a couple of line items that we are going to recommend some changes. There will be a few tweaks before the final is presented on December 10th.
3. During the special meeting on Friday, the Board will be asked to approve a series of three resolutions. The first resolution adopts the budget, the second resolution sets the mill levy and the third resolution authorizes us to adopt it as our spending plan.
4. There were no public appearances nor written comments to the Board about the budget.
5. The Public Budget Hearing was closed at 8:28 pm.

XII. Trustee (Informational and/or Items for Future Agenda)

1. Trustee Melnikoff mentioned how great the Cowboy Christmas Parade went besides the fact the microphone quit working and there wasn't any snow.
2. With that being said, if we could come up with a grant to get some sort of PA system or speakers on Main Street that would be very beneficial. We could do the 4th of July parade and the parade of lights.
3. Trustee Melnikoff also asked if we had looked into getting a mechanical horse. One would run anywhere between \$3,000-\$5,000.
4. Finance Director Distel stated that there is \$25,000 in the economic development in events budget. If that's the priority we can definitely look into it.

XIII. Monthly Staff Update: Questions?

1. Mayor Todd appreciates the quick work on the water leak that occurred not too long ago.
2. Administrator Matarozzo mentioned making a "Thank You" video for SIPA on Friday with the new Owl they helped us purchase.
3. Elections- in January it will be time to pick up election packets. Anyone who is appointed must run. The Mayor position is open every election and there are also three Trustee positions up for election.
4. The IVA subdivision waterline fix is about 95% completed. There are still a couple of little hookups with customers, but that is all weather depending.

XIV. Public Correspondence

The meeting was adjourned at 8:45pm.



Approved



Attest

