

# **Town of Collbran Board of Trustees Meeting Minutes**

**Regular Meeting 6:00 pm -Tuesday March 5th, 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 Dalrymple (Arrived after Agenda Item #6) , Trustee Melnikoff, Trustee Zentz, and Mayor Todd

Absent: Trustee Evans

**IV. Consent Agenda consisting of minutes from February 6th, 2024 and February 20th, 2024 as well as Expenditures from February 2024.**

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

### **Vote Results:**

Ayes: Trustees Melnikoff, Zentz, & Mayor Todd

Nayes: None

**MOTION CARRIED.**

**V. Person(s) Not On The Agenda**

None Approached

**VI. Liquor License Renewal - Main Street Liquors**

Ed Dalrymple, owner of Main Street Liquors (NC2CO LLC) applied for a renewal for his retail liquor store license located at 107 Main Street here in Collbran.

**MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE MAIN STREET LIQUORS 2024 LIQUOR LICENSE RENEWAL AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.**

**Vote Results:**

Ayes: Trustees Melnikoff, Zentz, & Mayor Todd

Nayes: None

**MOTION CARRIED.**

**VII. Plateau Valley School District #50, Connection to The Town of Collbran Water Distribution System - Superintendent Trevor Long**

Superintendent Long came before the Board to discuss the possibility of the School tapping into the Town's current water distribution system as well as avenues for potential funding through the Town and/or it's partners.

The Town of Collbran's attorney, Jim Neu, appeared via zoom and spoke to the issue. He unfortunately did not think that the potential funding options presented at the time were appropriate for the Town to take. He mentioned the illegalities of one government entity (The Town of Collbran) taking out a loan for another governmental entity (Plateau Valley School) and advised the Town and Plateau Valley School to look into some other funding options - noting that the funding will have to go through the Plateau Valley School District only.

The Town of Collbran and the Board of Trustees are still incredibly interested in partnering with the School District to potentially connect the school to the Town's water distribution system and have initiated the process to start a capacity study on our current water system to determine if it could handle the higher usage volumes that the new school building would require.

**MOTION: TRUSTEE MELNIKOFF MOVED TO TABLE THIS DISCUSSION UNTIL MORE INFORMATION IS KNOWN; SECONDED BY TRUSTEE ZENTZ**

**MOTION TABLED.**

**VIII. Approval for Town Staff to Apply for a DOLA Planning Grant to complete a Water and Wastewater Capacity Study on the Town's Current Water Distribution System.**

Town Staff approached the Board to ask for approval to apply for a planning grant from DOLA to complete a capacity study on the Town's current water distribution system. This needs to be completed in regards to our Comprehensive Plan, but is also needed to evaluate the Plateau Valley School's possibility of tying into the Town's Water system.

**MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE TOWN STAFF'S APPLICATION FOR A PLANNING GRANT FROM DOLA, NOT TO EXCEED THE AMOUNT OF \$25,000; SECONDED BY TRUSTEE ZENTZ.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**IX. Approval of Task Order #2 from KLJ Engineering to Complete a Water and Wastewater Capacity Study**

**MOTION: TRUSTEE ZENTZ MOVED TO APPROVE TASK ORDER #2 FOR KLJ ENGINEERING TO COMPLETE A WATER AND WASTEWATER CAPACITY STUDY ON THE TOWN'S CURRENT WATER DISTRIBUTION SYSTEM; SECONDED BY TRUSTEE DALRYMPLE.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**X. Memorandum of Understanding (MOU) for Wildfire Collaborative for Middle Colorado - Zach Pigati, Division Chief of Operations and Wildland for Colorado River Rescue.**

Zach Pugati presented the Wildfire Collaborative for Middle Colorado to the Collbran Board of Trustees. Mr. Pugati explained that his organization will allow for wildland firemen to cross county lines to be able to fight and mitigate wildland fires to ensure as much resident and ecology safety as possible.

**MOTION; TRUSTEE MELNIKOFF MOVED TO APPROVE THE MOU BETWEEN THE TOWN OF COLLBRAN AND THE WILDFIRE COLLABORATIVE FOR MIDDLE COLORADO AS PRESENTED; SECONDED BY TRUSTEE DALRYMPLE.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XI. Possible Approval of TextMyGov**

Brigham Taylor from TextMyGov presented the software capabilities to the Board of Trustees. TextMyGov will allow for easier communication between constituents and Town Hall Staff using mass text capabilities. This will be an opt in program available on our website, in which residents can choose to enroll in the service but will not be forced into. These texts will be alerts including but not limited to town events, water line disruptions, board meetings, emergencies, and utility matters including paying utility account balances.

TextMyGov is \$1500 annually and the contract term is proposed for a two year period, at which time the Town may evaluate the need or continued use of the TextMyGov software.

**MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE IMPLEMENTATION OF TEXTMYGOV'S SOFTWARE FOR THE TOWN OF COLLBRAN; SECONDED BY TRUSTEE DALRYMPLE.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XII. Approval of Task Order #3 from KLJ Engineering for Design Services for Sewer Line Replacement in the Alley of the 200 Block of Main Street.**

There have been some sewer line issues discovered in the alley of the 200 block of Main Street and the Town requests approval for the Engineering firm to design possible solutions to the issue.

**MOTION: TRUSTEE ZENTZ MOVED TO APPROVE TASK ORDER #3 FROM KLJ ENGINEERING FOR DESIGN SERVICES NOT TO EXCEED THE AMOUNT OF \$8500; SECONDED BY TRUSTEE DALRYMPLE**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XIII. Appointment of 2024 Election Judges**

The Board of Trustees appointed the following individuals as election judges for the 2024 Municipal Election to be held on April 2nd, 2024:

- Leslie Nichols
- Kathy Harris
- Yolanda Stout
- Linda Ayers

Each of these individuals will be awarded a stipend for their services during the election process.

**MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE APPOINTMENT OF THE 2024 ELECTION JUDGES AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XIV. Award of Election Printing to Fort Orange Press**

In past years, Mesa County has aided in municipal elections. Because of voting fraud down at Mesa County in 2020, Municipal Elections are now to be handled internally at each municipality. This is the Town of Collbran's first election to be held in quite some time as well as being our first Town run election. Town Staff found a company that specializes in printing election materials (mail in ballots) and would like to employ their services for the upcoming election held on April 2nd, 2024.

**MOTION: TRUSTEE ZENTZ MOVED TO AWARD THE ELECTION PRINTING CONTRACT TO FORT ORANGE PRESS FOR THE 2024 MUNICIPAL ELECTION MATERIALS NOT TO EXCEED THE AMOUNT OF \$3000; SECONDED BY TRUSTEE MELNIKOFF.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XV. Presentation of/and Possible Approval of a MOU for Work Based Learning Program Agreement Between Collbran Job Corps and the Town of Collbran - Michelle Benning, Vocational Development Specialist Career Development Program**

This is a work based program with the JobCorps students. They help us with Town projects including but not limited to concrete setting, welding, administrative, and more. The Town would like approval to continue this work based learning program for both the benefit of the Town and the Jobcorps student.

**MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE MOU BETWEEN THE COLLBRAN JOBCORPS AND THE TOWN OF COLLBRAN FOR THE WORK BASED LEARNING AGREEMENT; SECONDED BY TRUSTEE ZENTZ.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XVI. Approval of Special Permit Use for NeuComm Solutions for the Installation of a New Town of Collbran Owned 40 - foot Tower and Standalone Generator at the Northwest Corner of Gandi Park, Parcel # 2667-264-000-044 for the Collbran Middle Mile Project.**

This is a special use permit applied for by the Town of Collbran for the tower and generator required to light, use, and maintain the newly installed fiber for Broadband.

**MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE SPECIAL USE PERMIT FOR NEUCOMM SOLUTIONS AS PRESENTED; SECONDED BY TRUSTEE DALRYMPLE.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XVII. Authorization to Enter into a Commercial Lease Agreement for a Carrier Neutral Location with Region 10 LEAP, INC, a 501(c)(3)**

**MOTION: TRUSTEE MELNIKOFF MOVED TO APPROVE THE AUTHORIZATION TO ENTER INTO A LEASE AGREEMENT FOR A CNL WITH REGION 10 LEAP, INC, A 501(C)(3) AS PRESENTED; SECONDED BY TRUSTEE DALRYMPLE.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XVIII. Authorization to Enter into a Fiber Optic Indefeasible Right of Use Agreement with Region 10 LEAP, INC, a 501(c)(3).**

**MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE AUTHORIZATION TO ENTER INTO A FIBER OPTIC INDEFEASIBLE RIGHT OF USE AGREEMENT AS PRESENTED; SECONDED BY TRUSTEE DALRYMPLE.**

**Vote Results:**

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

Nayes: None

**MOTION CARRIED.**

**XIX. Kendall Wilcox**

Mr. Wilcox came to the Board and presented them with two different copies of a site map regarding his property and a section of land referred to as "Tract A." Mr. Wilcox alleges that in 2006, the Board at the time made a ruling regarding water taps on Tract A and then apparently went back on their original decision the following month. Mr. Wilcox mentioned that he would like the current Board to honor the first decision made by the 2006 Board of Trustees regarding the water taps located on or near "Tract A." As this issue is nearly 20 years old, Mr. Wilcox was instructed to write a letter to the current Board dictating his expectations and wants regarding the plot of land he is referencing. Town Staff has also been asked to pull minutes from 2006 to be able to correctly reference the meetings and decisions Mr. Wilcox is alluding to.

**XX. Theresa Wilcox - Asked to be Postponed to Next Month's Agenda**

**XXI. Monthly Staff Update**



**XXII. Trustee Informational and/or Items for Future Agenda**

There is the AGNC meeting on 3/20/2024

The Town of Collbran and The PV Times will be hosting a candidate meet & greet at PVS auditorium from 6-8pm on 3/20/24.

**XXIII. Public Correspondence**

**XXIV. Public Adjournment**

**XXIII. Adjournment**

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

**Meeting was adjourned at 7:44pm**

  
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Approved

  
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Attest

