

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

**Regular Meeting 6 p.m. - Tuesday May 7th, 2024**

## **I. Call to Order**

Regular Meeting of the Town of Collbran Board of Trustees was called to order at 6:01pm

## **II. Pledge of Allegiance**

## **III. Roll Call**

**Present:** Trustees Zentz, Evans, Winkleblack, Price, & Mayor Wilcox

**Absent:** None

## **IV. Consent Agenda Consisting of Minutes from April 9th and April 16th, 2024 as well as expenditures from April 2024**

Trustee Price requested that the minutes be tabled until the next meeting so they can be edited to be more objective. Trustee Price questioned the expenditures and asked about more detailed reports including receipts. Town Manager explained that more detailed expense reports and/or receipts could be included at the Board's discretion. Trustee Zentz and Evans both remarked that including the receipts in the expense report isn't necessary as it would make the reports long. Town Manager Matarozzo suggested adding a longer description for expenses over a designated amount set by the Board.

Theresa Wilcox inquired about the process for a community member to procure more detailed expense reports and/or receipts. Staff explained that the citizen would submit a CORA request through the front office.

**TABLED: MINUTES FROM APRIL 9TH AND APRIL 16TH UNTIL EDITED**

**MOTION: TRUSTEE EVANS MOVED TO APPROVE THE EXPENDITURES AS PRESENTED: SECONDED BY TRUSTEE ZENTZ.**

## **Vote Results:**

Ayes: Trustees Zentz, Evans, Winkleblack, Price & Mayor Wilcox

Nayes: None

## **MOTION PASSED**

## **V. Persons Not On The Agenda**

Mark McGowan presented 4 separate documents to the Board, These will appear as additional items in the meeting packet. The 3 minute time limit was reached and Mr. McGowan then referenced the three minute timer stating "I'm not going to pay attention to that until it's shut off, or I'll rip it out." (Reference timestamp at 24:59 of recording) he then stepped past the podium, approached town staff and physically unplugged the timer and tossed the cord. (Reference timestamp 25:05 of recording). Mayor Wilcox affirmed the importance of the three minute time stipulation for persons not on the agenda but also said that the issue Mr. McGowan would like to address is important. Mayor Wilcox suggested Mr. McGowan should request to be put on the next agenda so the Board would have ample time to discuss and address his concerns.

Melanie Clark asked about the Trustees meeting zoom links being available on the website with posted agenda and why participants need to call into Town Hall for the zoom link.

Lorrie Hammett approached the Board concerned with the chatter being heard around town. Regarding insinuations of corruption at Town Hall. She is asking for descriptions of the concerns, the validity of said concerns, the legalities surrounding the concerns, who is to be held accountable for this chatter and/or the potential corruption, and how these matters are going to be addressed. Ms. Hammett also volunteered to help Town Staff with proofreading efforts. Mayor Wilcox requested a copy of the document Ms. Hammett read so that the Board may review and discuss her concerns accordingly.

**VI. Presentation by Chris Clark, Laramie Energy, regarding upcoming drilling operations**

Representatives from Laramie Energy gave a presentation on an upcoming drilling project that will be taking place near the Town of Collbran's watershed. The runoff will not flow towards or impact the Municipal Water System. Construction is proposed to start in July of 2025. The Laramie Reps also went over their emergency protocols and practices set in place if a spill were to occur. Public comment was given. Laramie reps answered questions.

**VII. Presentation of architectural renderings of the Collbran Auditorium and potential direction to design team regarding colors**

Chamberlain Architects presented the architectural renderings of the Auditorium renovation to the Board. There was discussion regarding the size and color of ceiling tiles to be used in the renovation. It was decided amongst the Board to use the 2'x2', darker colored ceiling tiles and to also use only one color for the exterior siding.

**VIII. Discussion on proposed Memorandum of Agreement between American Legion Buzzard Monce Post 86 and Town of Collbran for Veteran's Memorial Park**

Travis Harless from the American Legion came before the board to discuss the proposed Veterans Memorial. A design committee including representatives from the Town and American Legion members, Trustee Winkleblack, Trustee Price, and Admin Assistant, Jenni Adams will be representing the Town.

**MOTION: TRUSTEE EVANS MOVED TO APPROVE THE MEMORANDUM OF AGREEMENT WITH THE AMERICAN LEGION AND THE APPOINTMENT OF TRUSTEES WINKLEBLACK AND PRICE AND TOWN ADMINISTRATIVE ASSISTANT ADAMS FOR THE VETERAN'S MEMORIAL PARK DESIGN COMMITTEE; MOTION SECONDED.**

**Vote Results:**

Ayes: Trustees Zentz, Evans, Winkleblack, Price & Mayor Wilcox  
Nayes: None

**MOTION PASSED**

**IX. Award of 2024 Sanitary Sewer Line Replacement**

The Town of Collbran recently went out for bids from local contractors for the sewer line replacement on the Main Street alley. Award to Mr. Mark Laird was approved.

**MOTION; TRUSTEE ZENTZ MOVED TO AWARD THE SANITARY SEWER LINE REPLACEMENT PROJECT TO MARK LAIRD; SECONDED BY TRUSTEE WINKLEBLACK.**

**Vote Results:**

Ayes: Trustees Zentz, Evans, Winkleblack, Price & Mayor Wilcox  
Nayes: None

**MOTION PASSED**

**X. Consideration of Resolution 2024-4 “A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, DESIGNATING PERSONS AUTHORIZED TO SIGN TOWN CHECKS”**

**MOTION: TRUSTEE EVANS MOVED TO APPOINT TRUSTEE LORRAINE ZENTZ, MAYOR KENDALL WILCOX, AND TOWN ADMINISTRATOR MELONIE MATAROZZO SIGNING AUTHORITY PURSUANT TO RESOLUTION 2024-4 DESIGNATING PERSONS AUTHORIZED TO SIGN CHECKS; SECONDED BY TRUSTEE PRICE.**

**Vote Results:**

Ayes: Trustees Zentz, Evans, Winkleblack, Price & Mayor Wilcox  
Nayes: None

**MOTION PASSED**

**XI. Discussion and potential direction to staff regarding roll call voting and meeting minute format**

After discussion the Town Board would like staff to produce summary minutes and move to a roll call vote on agenda items.

**XII. Discussion and appointment of Marshal Hiring Committee**

**MOTION: TRUSTEE ZENTZ MOVED TO APPOINT MAYOR KENDALL WILCOX, TRUSTEE TILDA EVANS, THE CONTRACTED MARSHALS OFFICE AUDITORS, AND MESA COUNTY SHERIFF’S OFFICE TO THE MARSHAL HIRING COMMITTEE; SECONDED BY TRUSTEE PRICE.**

**Vote Results:**

Trustee Zentz	Yes
Trustee Evans	Yes
Trustee Winkleblack	Yes
Trustee Price	Yes
Mayor Wilcox	Yes

**MOTION PASSED**

**XIII. Discussion and appointment of a Board member or members to participate in Plateau Valley School Waterline Committee**

**MOTION; TRUSTEE EVANS MOVED TO APPOINT TOWN ADMINISTRATOR MELONIE MATAROZZO, FINANCE DIRECTOR KARLA DISTEL, TRUSTEE LORRAINE ZENTZ AND TRUSTEE TILDA EVANS AS COMMITTEE MEMBERS FOR THE POTENTIAL SCHOOL WATER LINE PROJECT; SECONDED BY TRUSTEE PRICE.**

**Vote Results:**

Trustee Zentz	Yes
Trustee Evans	Yes
Trustee Winkleblack	Yes
Trustee Price	Yes

Mayor Wilcox

Yes

### **MOTION PASSED**

#### **XIV. Monthly Staff Update: Questions**

Staff was asked to get quotes for upgrading meeting technology.

Trustee Zentz asked about TextMyGov and if we are having individuals enroll. Town Administrator Matarozzo explained that enrollment has been minimal recently but we are planning on doing a large “push” of the program in the next issue of the PV Times.

Trustee Price asked about the opioid settlement board that Town Administrator Matarozzo sits on with Mesa County. Administrator Matarozzo explained that the organization is geared towards addiction recovery services and that she attends a monthly meeting.

CML sent packets for Board Members regarding their new initiative: Civility.

The PV Cancer Fund gave butterfly tickets to Board Members for their annual butterfly release set for Memorial Day, 5/27/24.

The Town Administrator suggested scheduling another work session to address the concerns that Mr. Mc Gowan and Ms. Hammett presented to the Board. Trustee Price mentioned that the work session should be held until Trustee Winkleblack has returned from his vacation.

Trustee Zentz will be gone for the May 21st meeting to attend to family matters.

#### **XV. Trustee Informational and/or items for future agenda**

Town Administrator Matarozzo asked to postpone the July 9th meeting to July 16th.

**MOTION: TRUSTEE EVANS MOVED TO POSTPONE THE JULY 9TH MEETING OF THE BOARD OF TRUSTEES TO JULY 16TH, 2024 DUE TO TOWN STAFF ABSENCE; SECONDED BY TRUSTEE PRICE**

#### **Vote Results:**

Town of Collbran

Board of Trustees

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Trustee Zentz	Yes
Trustee Evans	Yes
Trustee Winkleblack	Yes
Trustee Price	Yes
Mayor Wilcox	Yes

**MOTION PASSED**

Conversation ensued about adding "Corrections or Deletions" to the Agenda. Trustee Price suggested that the Town publish the workshop agendas and/or minutes for the Board of Trustees. Trustee Evans stated that workshop minutes could be useful in case of trustee absence but that workshops are used to educate the Board and not a forum for public comment. Mayor Wilcox asked if it would be possible to zoom the workshops as well.

**XVI. Public Correspondence**

**XVII. Adjournment**

**MOTION: TRUSTEE PRICE MOVED TO ADJOURN, SECONDED BY TRUSTEE ZENTZ.**

**Vote Results:**

Trustee Zentz	Yes
Trustee Evans	Yes
Trustee Winkleblack	Yes
Trustee Price	Yes
Mayor Wilcox	Yes

**MOTION PASSED**

**Meeting Adjourned at 8:16pm**

  
Approved

Town of Collbran  
Board of Trustees  
Meeting Minutes May 7, 2024



Attest

