

Town of Collbran Board of Trustees Meeting Minutes

Regular Session
June 2, 2020

I. Call to order

Mayor Keith Todd called to order the regular meeting of the Town of Collbran Board of Trustees at 6:08pm on June 2, 2020 at Collbran Town Hall.

II. Pledge of Allegiance

III. Roll call

Present: Trustees Appelhanz, Melnikoff, Evans, White and Mayor Todd.
A quorum was present.

IV. Consent Agenda

**A) MOTION: TRUSTEE APPELHANZ MOVED TO APPROVE THE
CONSENT AGENDAS PRESENTED; SECONDED BY TRUSTEE EVANS**

Vote Results:

Ayes: Trustees Appelhanz, Melnikoff, Evans, White and Mayor Todd.

Nays: None

Motion carried.

V. Persons Present not on Agenda

VI. Consideration and Appointment of Mayor Pro-Tem

**A) MOTION: TRUSTEE WHITE MOVED TO APPOINT HIMSELF, RORY
WHITE, AS THE MAYOR PRO-TEM; SECONDED BY TRUSTEE EVANS**

Vote Results:

Trustees Appelhanz Nay

Trustee Melnikoff Nay

Trustee Evans Aye

Trustee White Aye

Mayor Todd Aye

Motion carried.

B) MOTION: TRUSTEE EVANS MOVED TO ACCEPT THE PRIOR VOTE FOR MAYOR PRO-TEM TO STAND; SECONDED BY TRUSTEE APPELHANZ

Vote Results:

Trustees Appelhanz	Aye
Trustee Melnikoff	Nay
Trustee Evans	Aye
Trustee White	Aye
Mayor Todd	Aye

Motion carried.

VII. Audit Extension Request

- a) Staff is asking for permission to file an extension of our yearly audit. Due to teleworking and other obstacle placed before us staff would like to request an extension to the audit.

A) MOTION: TRUSTEE APPELHANZ MOVED TO APPROVE STAFF FILING FOR AN AUDIT EXTENSION; TRUSTEE MELNIKOFF SECONDED

Vote Results:

Trustees Appelhanz	Aye
Trustee Melnikoff	Aye
Trustee Evans	Aye
Trustee White	Aye
Mayor Todd	Aye

Motion carried.

VIII. Resolution no. 6, Series 2020 - A Resolution of the Town of Collbran to Appointing Town Attorney, Municipal Judge, Town Clerk and Town Treasurer.

A) MOTION: TRUSTEE MOTIONED TO APPROVE RESOLUTION NO. 6, SERIES 2020 APPOINTING THE TOWN ATTORNEY, MUNICIPAL JUDGE, TOWN CLERK AND TOWN TREASURER; SECONDED BY TRUSTEE

Vote Results:

Trustees Appelhanz	Nay
Trustee Melnikoff	Nay
Trustee Evans	Aye

Trustee White	Aye
Mayor Todd	Aye

Motion carried.

IX. Resolution No. 7, Series 2020: A resolution of the Town of Collbran Assigning the Bank Signors

A) MOTION: TRUSTEE EVANS MOTIONED TO APPOINT THE MAYOR AND MAYOR PRO-TEM AS THE ADDITIONAL SIGNORS ON TOWN ISSUED CHECKS; SECONDED BY TRUSTEE MELNIKOFF

Vote Results:

Trustees Appelhanz	Aye
Trustee Melnikoff	Aye
Trustee Evans	Aye
Trustee White	Aye
Mayor Todd	Aye

Motion carried.

X. Update Section 506 of the Employee Handbook

- a) Staff was directed to evaluate our grievance policy in the Employee Handbook.

A) MOTION: TRUSTEE EVANS MOTIONED TO APPROVE THE UPDATED SECTION 506 OF THE EMPLOYEE HANDBOOK AS PRESENTED; SECONDED BY TRUSTEE MELNIKOFF.

Vote Results:

Trustees Appelhanz	Aye
Trustee Melnikoff	Aye
Trustee Evans	Aye
Trustee White	Aye
Mayor Todd	Aye

Motion carried.

XI. Town Manager Transition - Discussion Only

XII. Trustee Informational Items

- a) Trustee White would like an update on Budget number up to date. Staff will present on July 19, 2020.
- b) United will be starting the resurfacing project of Hwy 330 after July 4th.
- c) Thank you to Staff for all of the efforts for the graduating seniors.

XIII. Monthly Staff Update questions or clarifications.

XIV. Public Correspondence - none

Mayor Keith Todd adjourned the meeting at 6:55pm.

Approved

Attest