
Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting - 6:00pm - August 6, 2024

1. Call to order

The regular meeting of the Board of Trustees was called to order at 6:00pm.

2. Pledge of Allegiance

3. Roll Call

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

Absent: None

Staff: Melonie Matarozzo - Town Administrator, Karla Distel - Finance Director, Jenni Adams - Administrative Assistant, & Mike Nichols - Public Works Supervisor

4. Changes or Deletions to the Agenda

None Presented.

5. Persons Not on The Agenda

No one from the gallery stepped to the podium for this agenda item.

Trustee Evans took this time to address concerns regarding public comment during the meeting, especially when directed towards employees. She reiterated that if anyone in the public has concerns about personnel or business practices regarding specific personnel, that those concerns be addressed to the Town Manager or Mayor in private only. Mayor Wilcox took a moment to remind members of the Board and Staff of the need to be careful about what they are posting on social media as we are always representing the Town and there is a risk of personal liability.

6. Approval of Minutes from July 16, 2024

MOTION: TRUSTEE EVANS MOVED TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY TRUSTEE WINKLEBLACK.

VOTE RESULTS:

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Trustee Evans -Yes

Trustee Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

7. Approval of July Financial Report

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE JULY FINANCIAL REPORT AS PRESENTED; SECONDED BY TRUSTEE EVANS.

VOTE RESULTS:

Trustee Zentz - Yes

Trustee Price - Yes

Trustee Winkleblack - Yes

Trustee Evans - Yes

Mayor Wilcox - Yes

MOTION PASSED

8. Friends of the Library - Mr. Dan Currier

Mr. Currier came to the Board to present the current happenings of the Friends of the Library and to extend his gratitude to the Town for maintaining the library building and continuing to support The Friends of The Library through discretionary funding.

He elaborated on the most recent project that discretionary funds were used for, which included the digitization and uploading of the Plateau Valley's historical newspapers to the Colorado State Historical Newspapers database and website. Mr. Currier explained that the digitization project was estimated to be nearly a five-year long endeavor but with the use of Discretionary funds from the Town, the Friends of The Library were able to expedite their project and complete it within the year.

Mr. Currier also took a moment to speak about the potential new projects of the Friends of the Library and how the Town and Town residents can be involved.

9. Consideration of Special Event Permit - Oktoberfest, September 13, 2024

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR OKTOBERFEST ON SEPTEMBER 13, 2024 AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.

VOTE RESULTS:

Trustee Evans - Yes

Trustee Price - Yes

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Mayor Wilcox - Yes

MOTION PASSED

10. Consideration of Street Closure Permit - Oktoberfest, September 13, 2024

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE STREET CLOSURE PERMIT AS PRESENTED; SECONDED BY TRUSTEE EVANS.

VOTE RESULTS:

Trustee Price - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Trustee Evans - Yes

Mayor Wilcox - Yes

MOTION PASSED

11. Introduction of Wilson Scarbeary, Town Attorney

The recently selected Town Attorney Wilson Scarbeary introduced himself to the Board. He went over his qualifications and experience in Colorado law.

There was discussion between the Board and Mr. Scarbeary.

12. RESOLUTION NO. 8, SERIES 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO APPOINTING WILSON D. SCARBEARY OF WILSON WILLIAMS FELLMAN DITTMAN AS TOWN ATTORNEY

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE RESOLUTION NO. 8 SERIES 2024 APPOINTING WILSON D. SCARBEARY OF WILSON WILLIAMS FELLMAN DITTMAN AS TOWN ATTORNEY; SECONDED BY TRUSTEE EVANS.

VOTE RESULTS:

Trustee Winkleblack - Yes

Trustee Evans - Yes

Trustee Price - No

Trustee Zentz - Yes

Mayor Wilcox - Yes

MOTION PASSED

13. RESOLUTION NO. 9, SERIES 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO APPROVING A REPRESENTATION AGREEMENT WITH WILSON WILLIAMS FELLMAN DITTMAN FOR TOWN ATTORNEY LEGAL SERVICES

This is the legal mechanism required to approve the representation agreement with Wilson Williams Fellman Dittman for Town Attorney legal services for the Town of Collbran.

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE RESOLUTION NO. 9, SERIES 2024 AS PRESENTED: SECONDED BY TRUSTEE EVANS.

VOTE RESULTS:

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Trustee Evans - Yes

Trustee Price - No

Mayor Wilcox - Yes

MOTION PASSED

14. Change Order 1a for Marc Laird Construction

Mr. Laird sent a new invoice for additional work completed during the water line repair in the alley behind Main Street.

There was discussion among the Board.

MOTION: TRUSTEE PRICE MOVED TO APPROVE CHANGE ORDER 1A FOR MARC LAIRD CONSTRUCTION AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.

VOTE RESULTS:

Trustee Evans - Yes

Trustee Price - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Mayor Wilcox - Yes

MOTION PASSED

15. Approval of KLJ task order for Water System – Hwy 330 Valve/AirVac

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Replacement in the amount of \$8,000

Findings from KLJ engineers and Public Works Supervisor Nichols discovered an area with low pressure due to a valve that needs replacing. Supervisor Nichols explained details of the issue and how it should be addressed. He explained that the project will be a “hot swap” meaning that the water line would be down for a minimal amount of time.

This is the task order from KLJ to engineer and have oversight of the project

Public Works Supervisor Nichols answered questions regarding the project.

MOTION: TRUSTEE EVANS MOVED TO APPROVE THE KLJ TASK ORDER FOR WATER SYSTEM - HWY 330 VALVE/AIRVAC REPLACEMENT IN THE AMOUNT OF \$8000; SECONDED BY TRUSTEE WINKKLEBLACK.

VOTE RESULTS:

Trustee Price - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Mayor Wilcox - Yes

MOTION PASSED

16. Monthly Staff Update: Questions

Trustee Price asked about the status of the DOLA grant for the school water line.

Finance Director Distel spoke to the issue stating that the grant was submitted by the stipulated deadline of August 1st.

Trustee Price asked about the status of the capacity study of the Town's water

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and sewer systems.

Finance Director Distel said that the capacity study is estimated to be completed by the end of August.

Town Administrator Matarozzo announced a community event set for Monday, August 26th.

She explained that in the past years, the Town has hosted a Town BBQ at Gandhi Park to coincide with National Night Out. This year, due to scheduling constraints, we were unable to schedule the BBQ on NNO but have decided to schedule the community BBQ anyway. Instead of focusing on NNO, the event will instead be centered on the Comprehensive Plan update. Free BBQ Dinner and a kids bump-n-jump will be provided along with Comp Plan Interactives from the consulting firm heading up the Comp Plan update. Administrator Matarozzo said she would update the board with more details as they become available.

Trustee Evans mentioned how she has seen increased law enforcement presence in town.

Administrator Matarozzo spoke about how she was invited and helped complete interviews for the newly dedicated Collbran deputies and that they have been present in the office and have been patrolling the town since August 2nd.

Trustee Winkleblack asked about officer presence at the school and inquired about officer scheduling and shifts.

Administrator Matarozzo stated that all the deputies were scheduled to attend SRO (School Resource Officer) training so that every officer would be able to patrol and act within the school. She went on to explain that two officers will be offering 7 day a week coverage, with shift times varying to accommodate our community's needs.

There was discussion among the Board & Staff

17. Trustee Informational and/or items for future agenda

Trustee Zentz asked for the construction status of the auditorium.

Town Staff spoke to this matter stating that crews have moved in and are working on the interior of the building. They are currently watching the weather to be able to address the reroofing phase of the renovation. Finance Director Distel said that weekly meetings between the contractor, architect and town staff are being held to

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monitor the progress of the project.

There was discussion between the Board and Staff.

18. Public Correspondence

NONE

Trustee Price addressed the meeting notice cover page that did not clearly state that a work session was to follow the regular meeting. She also questioned the Town’s Resolution of official posting places, noting that “Donna’s Hall” (the Auditorium) posting place is not accessible with the current construction.

Town Staff addressed this by first stating that the work session and subject were posted on the agenda that accompanied the meeting notice cover page. The resolution regarding official meeting notice posting places will be addressed to reflect posting locations. Ultimately, a work session was not convened.

19. Upcoming Meeting Dates:

a. Aug 20, 2024- Board Work Session, 2025 budget

b. Sep 3, 2024- Regular Board Meeting, Possible Work Session

20. Adjournment of regular meeting

MOTION: TRUSTEE ZENTZ MOVED TO ADJOURN; SECONDED BY TRUSTEE EVANS.

VOTE RESULTS:

Trustee Winkleblack - Yes

Trustee Evans - Yes

Trustee Price - Yes

Trustee Zentz -Yes

Mayor Wilcox - Yes

MOTION PASSED

MEETING ADJOURNED AT 6:53

21. Work session to follow. Proposed topic - 2025 budget overview and review of Town Capital plan

WORK SESSION CANCELED


Approved


Attest

