

# **Town of Collbran Board of Trustees**

## **Meeting Minutes - Amended**

**Regular Meeting - 6:00pm - September 3, 2024**

### **1. Call to order**

The regular meeting of the Board of Trustees was called to order at 6:02pm.

### **2. Pledge of Allegiance**

### **3. Roll Call**

Board Members: Trustees Zentz, Evans, Winkleblack, Price & Mayor Wilcox

Staff: Town Administrator - Melonie Matarozzo, Finance Director - Karla Distel, Public Works Supervisor - Mike Nichols, Town Attorney - Wilson Scarbeary

Absent: Administrative Assistant - Jenni Adams

### **4. Changes or Deletions to the Agenda**

None.

### **5. Persons Not On the Agenda**

- a. Ed Dalrymple – Mr. Dalrymple expressed his unhappiness with the way his liquor license renewal was handled by town staff and suggested the Board appoint a different staff member to handle these in the future. Mayor Wilcox responded that staffing matters would potentially have to be settled during an executive session. Mr. Dalrymple indicated has lost money and had business delayed because his distributors wouldn't sell to him without a current copy of his liquor license. Mr. Dalrymple requested that the Board ask for Town Administrator Matarozzo's resignation.
- b. Dan Weekly - Spoke about the handicapped parking spots in Collbran. He would like increased and more visible signage. There was discussion among the Board, public, and Mr. Weekly.

- c. Bill Bethel – Mr. Bethel expressed his concerns with the amount of money being paid to the Mesa County Sheriff’s Office for their contracted law enforcement services. He would like for the Town to continue to advertise for police officers and to maintain the Marshal’s Office.

Mr. Bethel asked about the Board Retreat being open to the community and if our new attorney will be there. He expressed concerns about the monies that have been spent so far on lawyers and other projects including the Three-mile plan. Mr. Bethel stated he has concerns with Town spending and asked if any of the local restaurants were asked to cater the Community BBQ.

Mayor Wilcox expressed his appreciation to the Mesa County Sheriff’s Office and their deputies and responded to concerns about looking for a new Marshal. He noted that donating and/or selling the Marshals vehicles is a topic of discussion tonight.

There was public comment made and discussion among the Board, Public, and Staff.

- d. Penny Maigatter - Mrs. Maigatter expressed her concerns regarding a new employee that has been hired. She asked for the job description and if the position was advertised. She asked if the Board had been informed of the decision to hire, wondering if the correct procedures followed.

Town Administrator Matarozzo explained that she hired an individual with specific expertise for a temporary part-time position to help with the website. Mrs. Maigatter inquired as to when the Town Administrator was given authority to hire and fire. Town Administrator Matarozzo responded that hiring authority is defined within the municipal code. Mrs. Maigatter requested to be provided with a written copy of that section of the Code. She expressed that she believed the decision to hire a new employee was not board-directed. Administrator Matarozzo indicated that she would provide Mrs. Maigatter with a copy of the relevant section of the code.

Trustee Price also voiced her concerns with the Board not being given notice about the newly hired individual and the job that person was hired for.

## **6. Approval of Minutes from August 6, 2024**

Mayor Wilcox noted that there is a comment from him missing in the minutes and he

would like them amended before being approved. Trustee Price expressed that she would like to see the minutes tabled and brought back with the requested amendment. Trustee Zentz mentioned that if the minutes are tabled it will cause the minutes to be delayed in being posted on the website for another month.

There was discussion among the Board.

**MOTION: MAYOR WILCOX MOTIONED TO TABLE THE MINUTES UNTIL CORRECTED; SECONDED BY TRUSTEE PRICE.**

**VOTE RESULTS:**

**Trustee Zentz - No**

**Trustee Evans - No**

**Trustee Price - Yes**

**Trustee Winkleblack - Yes**

**Mayor Wilcox - Yes**

**MOTION TABLED**

**7. Approval of Expenditures from August 2024**

Mayor Wilcox inquired about the expenses still being paid to the City of Grand Junction for 911 dispatch services when we are now contracted with the MCSO. He also asked about cell phone charges and landlines that are dedicated to the Marshal's office. Finance Director Distel explained that staff is working to cancel or transfer the lines in question. The Town will not be billed for 911 charges effective with the August 2024 cycle.

Mayor Wilcox voiced his concerns with cell coverage for our area and that the deputies should still have a dedicated phone line in their office at Town Hall to help with communication needs.

Trustee Price expressed concerns about the cost of watering Terrell Park and asked if the Town uses irrigation water to water the grass or if the Park has water rights dedicated. Staff confirmed the park is watered using municipal water. There was discussion about the Town's water rights and watering the park. The Board requested

to have this matter brought back for discussion during the 2025 budget process.

**MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE EXPENDITURES FROM AUGUST 2024 AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.**

**VOTE RESULTS:**

**Trustee Evans - Yes**

**Trustee Price - No**

**Trustee Zentz - Yes**

**Trustee Winkleblack - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

**8. Laramie Energy Presentation by Chris Clark**

Representatives from Laramie Energy came to the Board to provide an update on their upcoming project and wanted to give an overview of what the project will look like for the next six months. Their project is proposed to take place in the Brush Creek area, six miles outside of the Town of Collbran with a pipeline constructed to tie into current pipeline infrastructure. The Town is included in the notification process as part of the State's requirements.

Laramie representatives went through the permitting and licensing processes and the proposed timelines for each. There was discussion between the Board and Laramie Energy representatives. Mr. Clark said that Laramie will be providing updates to the Board periodically as they move forward with the project.

**9. Consideration of liquor license renewal for Brandi's Kitchen**

Brandi Norsby from Brandi's Kitchen came to the Board for her annual liquor license renewal. It was brought to staff's attention that the application had a voluntary spot for a social security number on it and Brandi had written hers on the application which was shared online as part of the board packet. It was immediately removed.

There was discussion among the Board and Staff.

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**MOTION: TRUSTEE EVANS MOVED TO APPROVE THE RETAIL LIQUOR LICENSE RENEWAL FOR BRANDI'S KITCHEN AS PRESENTED; SECONDED BY MAYOR WILCOX.**

**VOTE RESULTS:**

**Trustee Winkleblack - Yes**

**Trustee Price - Yes**

**Trustee Zentz - Yes**

**Trustee Evans - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

**10. Motion to authorize Mayor to sign a letter of appreciation to Western Colorado Community Foundation for \$97,000 grant distribution from an anonymous fund. The gift has been designated by the donor as follows: \$49,000 for auditorium restorations; \$24,000 for park playground upgrades, and \$24,000 for city office building upgrades.**

**MOTION: TRUSTEE WINKLEBLACK MOVED TO AUTHORIZE THE MAYOR TO SIGN A LETTER OF APPRECIATION TO WESTERN COLORADO COMMUNITY FOUNDATION FOR A \$97,000 GRANT DISTRIBUTION FROM AN ANONYMOUS FUND ; SECONDED BY TRUSTEE EVANS.**

**VOTE RESULTS:**

**Trustee Price - Yes**

**Trustee Zentz - Yes**

**Trustee Winkleblack - Yes**

**Trustee Evans - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

**11. Auditorium Update from Asset Construction Management**

Derek Hamilton from Asset Construction Management came to the Board with an update on the progress of the Auditorium Renovation Project.

Crews have been mobilized for about a month and while a few issues have been discovered, they are being addressed and the project is within the proposed budget. Currently subcontractors are working on the structural framing from the inside of the building so that the roof can remain intact until the new roof is installed. The reroofing phase of the project is expected to start mid- October with completion estimated for the end of October. They are looking to complete the overall project by the end of January 2025.

Trustee Price asked if supplies for the project were being purchased from the local supply store. Mr. Hamilton explained that day-to-day supplies are being purchased locally but the larger supplies purchased for the project were acquired through a bid process and were selected by the applicable subcontractor.

Trustee Price indicated that she was under the impression the business would be kept local.

Mr. Hamilton reviewed the bid process in more depth and stated that subcontractors, supplies and materials were sourced from businesses on the Western Slope whenever possible. He encouraged the Board members to reach out to him if any other questions or concerns arise. He has provided contact cards to Town Hall and his number is on the fence at the Auditorium.

**12. Board consideration of and motion to direct construction team regarding addition of an air-cooling system to Auditorium renovation project.**

Mr. Hamilton explained that he received a request for the cost to add an air-cooling system to the remodel project. An air-cooling system that complies with new energy codes would require further venting, condensers, and wiring with estimated cost of

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\$89,895.75.

There was discussion between the Board and Mr. Hamilton.

**MOTION: TRUSTEE EVANS MOVED TO DELAY ANY FURTHER CONSIDERATIONS FOR AN AIR-COOLING SYSTEM FOR THIS PHASE OF AUDITORIUM RENOVATIONS; SECONDED BY TRUSTEE ZENTZ.**

**VOTE RESULTS:**

**Trustee Zentz - Yes**

**Trustee Evans - Yes**

**Trustee Winkleblack - Yes**

**Trustee Price - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

**13. Plateau Valley School water line update – Trevor Long**

Superintendent Long came to the Board to provide an update on the water line and the new school project. He mentioned that updates are available to view on their website.

Mr. Long took a moment to express his gratitude to the Town Board and staff for their support and help in submitting a million-dollar Energy Impact Assistance grant application to help complete the water line. The grant presentations will the end of October. Mr. Long explained that the water line designs are moving forward in planning and permitting processes and that he is in talks with landowners regarding easements. The engineers have confirmed that a 200,000-gallon tank will be sufficient for the new school (down from an initial 275,000-gallon estimate) to be constructed at the County shop property.

Trustee Evans asked Mr. Long if he had brought up a school trail in discussions with  
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landowners regarding the necessary easements for the water line. Mr. Long responded that he has only been discussing the easements for the water line specifically. Mayor Wilcox stated that the community has wanted a school trail for quite some time, and it might be beneficial to bring this matter to landowners now. Mr. Long responded that he could speak with their attorneys regarding a potential pathway or trail but it has not been considered as of yet.

Trustee Winkleblack spoke up to give Mr. Long, his Board, and staff KUDOS on the new school project.

Superintendent Long took a moment at closing to thank the Board for the opportunity to work with the Mesa County Sheriff's Office and their deputies. He expressed the positive impact that their presence and support has made at the school.

#### **14. Homecoming Street Closure Permit - Plateau Valley School**

Principal Nichols and FFA Representative Kayla Shepardson came to the Board to ask for the approval of a street closure permit for the Homecoming Parade. Principal Nichols also inquired about venue options for hosting the homecoming bonfire to help with safety and containment.

There was discussion between Principal Nichols and Public Works Supervisor Nichols regarding the fire pit location.

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

#### **VOTE RESULTS:**

**Trustee Evans - Yes**

**Trustee Winkleblack - Yes**

**Trustee Price - Yes**

**Trustee Zentz - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**



**15. Consideration of a letter of support to the Mesa County Federal Mineral Lease District for the Plateau Valley Fire District's vehicle exhaust ventilation system project.**

**MOTION: TRUSTEE EVANS MOVED TO APPROVE THE LETTER OF SUPPORT TO THE MESA COUNTY FEDERAL MINERAL LEASE DISTRICT FOR THE PLATEAU VALLEY FIRE DISTRICT'S VEHICLE EXHAUST VENTILATION SYSTEM PROJECT AND AUTHORIZES THE MAYOR TO SIGN; SECONDED BY TRUSTEE ZENTZ.**

**VOTE RESULTS:**

**Trustee Winkleblack - Yes**

**Trustee Price - Yes**

**Trustee Zentz - Yes**

**Trustee Evans - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

**16. Consideration of a motion to declare a 2018 Dodge Durango Police package vehicle as surplus and donate it to the Plateau Valley Fire District. Authorize the Town Manager to sign any necessary paperwork to make the transfer.**

Trustee Price suggested giving the 2015 Durango and keeping the 2018 and the 2022 vehicles at this time in case the Town decides to start up a Town Marshal's office again.

Town Administrator Matarozzo noted that the 2015 Durango had electrical issues and was scheduled to be retired as a part of the 2022 Durango vehicle purchase.

There was discussion among the Board and Staff.

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Town Administrator Matarozzo explained that Palisade Police Department has expressed their interest in the 2015 solely for parts as well as the new 2022 Durango for a patrol vehicle.

Trustee Zentz remarked that donating the 2018 to the Fire Department is something we should do to help the community and the Fire Department.

**MOTION: TRUSTEE EVANS MOVED TO DECLARE THE 2018 DODGE DURANGO POLICE PACKAGE VEHICLE AS SURPLUS TO THE TOWN'S NEEDS AND TO DONATE IT TO THE PLATEAU VALLEY FIRE DISTRICT AND AUTHORIZE THE MANAGER TO SIGN ANY NECESSARY PAPERWORK TO MAKE THE TRANSFER; SECONDED BY TRUSTEE WINKLEBLACK.**

**VOTE RESULTS:**

**Trustee Winkleblack - Yes**

**Trustee Price - Yes**

**Trustee Zentz - Yes**

**Trustee Evans - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

**17. Consideration of a motion to declare a 2015 Dodge Durango and a 2022 Dodge Durango Police vehicle as surplus and direct the Town Manager and Mayor to negotiate the sale of the vehicles to the Palisade Police Department. Authorize the Town Manager to sign any necessary paperwork to make the transfer.**

Trustee Zentz asked if the Palisade Police Department had made an offer on either of the vehicles. Town Administrator Matarozzo explained that they have not sent over an offer yet but have gone through the vehicles with their mechanics. She is hoping to have the Mayor present in negotiating the sale of the vehicle. Mayor Wilcox confirmed the

process of negotiating a price would include the rest of the Board's approval before the final price is settled.

There was discussion among the Board and Staff.

**MOTION: TRUSTEE EVANS MOVED TO DECLARE THE 2015 DODGE DURANGO AND THE 2022 DODGE DURANGO POLICE VEHICLES AS SURPLUS AND DIRECT THE TOWN MANAGER AND MAYOR TO NEGOTIATE THE SALE OF THE VEHICLES AND TO BRING THE OFFERS BACK TO THE BOARD FOR FINAL CONSIDERATION; SECONDED BY TRUSTEE ZENTZ.**

**VOTE RESULTS:**

**Trustee Price - No**

**Trustee Zentz - Yes**

**Trustee Evans - Yes**

**Trustee Winkleblack - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

**18. A request to appear on the agenda – Mark McGowan**

Mr. McGowan came to the Board to discuss the fees that he has paid to the Town in the past for rent at the Gandi Park location. He requested the Board refund him the full amount he has paid in rent to date, \$8,460 total.

There was discussion between Mr. McGowan, the Board, Staff, and Town Attorney Wilson Scarbeary. Attorney Scarbeary explained that no written record of an easement has been found within the Mesa County Property Records. Mr. McGowan was asked to present copies of the easement agreement to the Town in case there was a recording error. Regarding the request to refund rent, Attorney Scarbeary questioned the basis to refund with signed lease agreements in place.

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There was further discussion between Mr. McGowan, the Board, and Mr. Wilson.

Mr. McGowan addressed the CNL Tower and charges for use of the space. Mr. McGowan was referred to Region 10 regarding rack space and to Attorney Scarbeary with other concerns.

**19. RESOLUTION NO. 8, SERIES OF 2024 - A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO REITERATING A REGULAR TIME AND DATE FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES AND A PERMANENT PLACE OF NOTICE**

Town Administrator Matarozzo explained that common practice among most municipalities for official posting places are the town's website and town offices. This modification is being provided because the Auditorium bulletin board is being removed as part of the renovation. Town Staff will post at the designated Town Hall location and website to meet the legal requirements but will also post in other places as possible.

There was discussion among the Board, Staff, and the Town Attorney.

**MOTION; TRUSTEE ZENTZ MOVED TO APPROVE RESOLUTION NO. 8, SERIES 2024 OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO REITERATING A REGULAR TIME AND DATE FOR THE REGULAR MEETING OF THE BOARD OF TRUSTEES AND A PERMANENT PLACE OF NOTICES BEING THE WEBSITE AND THE OUTSIDE OF TOWN HALL; SECONDED BY TRUSTEE EVANS.**

**VOTE RESULTS:**

**Trustee Zentz - Yes**

**Trustee Evans - Yes**

**Trustee Winkleblack - Yes**

**Trustee Price - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

**20. Monthly Staff Update: Questions**

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Attorney Scarbeary further addressed the easements situation involved with the school water line and explained that an easement for a school trail isn't feasible at this time.

Trustee Price inquired about the temporary part-time position that Town Administrator Matarozzo filled. Town Administrator Matarozzo explained that she hired an individual with experience with website design to help solve issues regarding available or published information on the website and increasing transparency. There was discussion among the Board and Attorney Scarbeary who confirmed that Town Administrator Matarozzo has authorization to hire per the Municipal Code.

Trustee Zentz took a moment to give Kudos to Town Staff for throwing the Community BBQ and hosting the Comp Plan consultants. Trustee Evans added that she heard positive feedback regarding the Mesa County Sheriff and Deputy presence at the event. Trustee Price shared she heard complaints that the Town did not contract with a local business, and they want to see the Town support locals more.

Mayor Wilcox inquired about updated status from the Comp Plan Consultants. Trustee Price asked about the results from the survey and if the past Board members (Trustees Zentz and Evans) had seen them. Trustee Price requested access to those results.

Trustee Winkleblack gave an update of the Veteran's Memorial Project.

Mayor Wilcox asked for further details about the Homecoming Parade and closure of Main Street. Town Administrator Matarozzo explained the route and duration of the closure.

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

Mark McGowan addressed the Board regarding Oktoberfest next year and potentially extending the street closure so that Brandi's Kitchen can be involved with Town festivities, potentially including July 4th.

There was discussion among the Board.

## **22. Public Correspondence**

## **23. Upcoming Meeting Dates**

### **a. September 5, 2024- Board Retreat**

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b. September 24, 2024 - Board Work Session

c. October 1, 2024 – Regular board meeting and possible work session

**24. Adjournment**

**MOTION; TRUSTEE EVANS MOVED TO ADJOURN; SECONDED BY TRUSTEE PRICE.**

**VOTE RESULTS:**

**Trustee Zentz - Yes**

**Trustee Evans - Yes**

**Trustee Winkleblack - Yes**

**Trustee Price - Yes**

**Mayor Wilcox - Yes**

**MOTION PASSED**

The Meeting was adjourned at 9:28PM.

  
Approved

  
Attest

