

Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting - 6:00pm - October 1st, 2024

1. Call to order

The Regular Meeting of the Board of Trustees was called to Order at 6:01pm.

2. Pledge of Allegiance

3. Roll Call

Present: Trustees Zentz, Evans, Winkleblack (via zoom), Price, & Mayor Wilcox

Staff: Town Administrator Matarozzo, Finance Director Distel, Public Works Supervisor Nichols **Via Zoom:** Administrative Assistant Adams and Town Attorney Scarbeary

4. Edits or Deletions to the Agenda

Agenda Item #11 is to be Deleted.

5. Persons Not on the Agenda

None.

6. Approval of Minutes - August 6th, 2024

MOTION: TRUSTEE EVANS MOVED TO APPROVED THE MINUTES FROM AUGUST 6TH, 2024 AS PRINTED; SECONDED BY TRUSTEE ZENTZ.

VOTE RESULTS:

Trustee Evans - Yes

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Trustee Winkleblack - Yes

Trustee Zentz - Yes

Trustee Price - No

Mayor Wilcox - No

MOTION PASSED

7. Approval of Minutes - September 3rd, 2024

There was discussion among the Board. See recording and/or transcript for details.

**MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE MINUTES AS AMENDED;
SECONDED BY TRUSTEE EVANS.**

VOTE RESULTS:

Trustee Zentz - Yes

Trustee Price - No

Trustee Winkleblack - Yes

Trustee Evans - Yes

Mayor Wilcox - Yes

MOTION PASSED

8. Approval of Minutes Executive Session - September 5, 2024

There was discussion among the Board and with Town Attorney Scarbeary. See recording and/or transcript for details.

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE MINUTES WITH CHANGED TITLE OF “BOARD RETREAT/WORK SESSION”; SECONDED BY TRUSTEE EVANS.

VOTE RESULTS:

Trustee Price - No

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Zenz - Yes

Mayor Wilcox - ABSTAIN

MOTION PASSED

9. Approval of Expenditures - September 2024

MOTION; TRUSTEE EVANS MOVED TO APPROVE THE EXPENDITURES FOR SEPTEMBER 2024 AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.

VOTE RESULTS:

Trustee Winkleblack - Yes

Trustee Price - Yes

Trustee Evans - Yes

Trustee Zentz - Yes

Mayor Wilcox - Yes

MOTION PASSED

10. Consideration of Plateau Valley School District's Request to Waive the Projected Water Tap Fee of \$173,250.00

There was discussion between the Board and Superintendent Long. See recording and/or transcript for details.

MOTION: TRUSTEE PRICE MOVED TO DIRECT STAFF AND ATTORNEYS TO PROCEED WITH THE WATER LINE TAP FEES NEGOTIATIONS TO DETERMINE A PARTIAL EQR OF 18.5 WITH 264 STUDENTS AND FACULTY AT \$83,160.00 TO BE APPLIED AND THAT IT BE ON A 5 YEAR REVIEW; SECONDED BY TRUSTEE EVANS.

VOTE RESULTS:

Trustee Winkleblack - No

Trustee Evans - Yes

Trustee Price - Yes

Trustee Zentz - ABSTAIN

Mayor Wilcox - Yes

MOTION PASSED

11. Consideration of Easement Between Mesa County and Town of Collbran for Placement of Water Storage Tank

REMOVED.

12. Auditorium Update

Derek Hamilton of Asset Construction Provided an update on the Auditorium Renovation Project.

There was discussion among the Board and with Mr. Hamilton. See recording and/or transcript for details.

13. Direction to Staff Regarding Kitchen Options for the Auditorium

There was discussion among the Board and Staff. See recording and/or transcript for details.

MOTION: TRUSTEE ZENTZ MOVED TO ACCEPT THE SINK OPTION FOR \$16,000 FOR THE AUDITORIUM RENOVATION; SECONDED BY MAYOR WILCOX.

VOTE RESULTS:

Trustee Price - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Mayor Wilcox - Yes

MOTION PASSED

14. Direction to Staff Regarding Bathroom Updates for the Auditorium

There was discussion between the Board, Staff, and Mr. Hamilton.

MOTION: TRUSTEE PRICE MOVED TO DIRECT STAFF TO PROCEED WITH THE NECESSARY UPDATES TO THE AUDITORIUM BATHROOMS TO BE ADA COMPLIANT; SECONDED BY MAYOR WILCOX.

VOTE RESULTS:

Trustee Winkleblack - Yes

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

15. Approval of Change Order 001,9/20/24 for Necessary Asbestos Abatement

There was discussion among the Board and Staff. See recording and/or transcript for details.

MOTION: TRUSTEE EVANS MOVED TO APPROVE CHANGE ORDER 001, 9/20/24 IN THE AMOUNT OF \$10,965.35 TO BE PULLED FROM CONTINGENCY FUNDS FOR NECESSARY ASBESTOS ABATEMENT AND TO EXTEND THE CONTRACT TIME BY 21 DAYS WITH SUBSTANTIAL COMPLETION BY FEBRUARY 21, 2025; SECONDED BY TRUSTEE ZENTZ.

VOTE RESULTS:

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

16. Ratify Asbestos Abatement Agreement for the Auditorium to Asbestos Professionals in the amount of \$10,965.35

Finance Director Distel elaborated on this agenda item. See recording and/or transcript for details.

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE THE RATIFICATION OF THE ASBESTOS ABATEMENT AGREEMENT IN THE AMOUNT OF \$10,965.35; SECONDED BY TRUSTEE PRICE.

VOTE RESULTS:

Trustee Price - Yes

Trustee Evans - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Mayor Wilcox - Yes

MOTION PASSED

17. Review and Presentation of the 2023 Financial Statement and Auditor's Reports by Blair and Associates, P.C. and Karla Distel, Finance Director

The Town's third party auditor, Brian Blair P.C., provided a brief overview of his report. See recording and/or transcript for details.

MOTION: TRUSTEE EVANS MOVED TO ACCEPT THE FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT AS OF DECEMBER 31, 2023 FOR THE TOWN OF COLLBRAN; SECONDED BY TRUSTEE ZENTZ.

VOTE RESULTS:

Trustee Zentz - Yes

Trustee Evans - Yes

Trustee Winkleblack - Yes

Trustee Price - Yes

Mayor Wilcox - Yes

MOTION PASSED

18. Possible Approval of KLJ Task order No. 2024-00219-05 for On-Call Planning Services

Town Administrator Matarozzo spoke to this agenda item. There was discussion between the Board and Staff. See recording and/or transcript for details.

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE TASK ORDER NO. 2024-00219-05 FOR ON CALL PLANNING SERVICES; SECONDED BY

VOTE RESULTS:

Trustee Winkleblack - Yes

Trustee Price - Yes

Trustee Zentz - Yes

Trustee Evans - Yes

Mayor Wilcox - Yes

MOTION PASSED

19. Approval of Street Closure Permit for the Town of Collbran for Trunk - or Treat on October 31, 2024 from 3pm - 8pm

MOTION: TRUSTEE PRICE MOVED TO APPROVE THE STREET CLOSURE PERMIT AS PRESENTED; SECONDED BY MAYOR WILCOX.

VOTE RESULTS:

Trustee Evans - Yes

Trustee Price - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Mayor Wilcox - Yes

MOTION PASSED

20. Attorney Update - Wilson Scarbeary

Addressed Item #11 and Executive Session compliance. See recording and/or transcript for details.

21. Monthly Staff Update : Questions

22. Trustee Informational and/or items for future agenda

Trustee Price asked if the Town of Palisade made an offer on the Police vehicles.

- Town Administrator Matarozzo responded that the Town of Palisade has decided not to make an offer at this time. The vehicles will continue to be advertised as "For Sale."
- Trustee Evans requested Staff to look into tech assistance to transcript the meetings.

23. Public Correspondence

Trustee Evans thanked staff for the Oktoberfest event. Mayor Wilcox also expressed his kudos towards all entities involved.

Trustee Evans asked about the LED portal access. Town Administrator Matarozzo spoke to the issue and Administrative Assistant Adams elaborated on the specific correspondence with the LED and when access to the portal was initiated and granted. See recording and/or transcript for details.

24. Upcoming Meeting Dates

- a. Oct 15, 2024- Board Work Session, Presentation of Proposed 2025 Budget
- b. November 5, 2024 - Regular Meeting and possible work session

25. Adjournment

MOTION; TRUSTEE PRICE MOVED TO ADJOURN; SECONDED BY MAYOR WILCOX.

VOTE RESULTS:

Trustee Evans - Yes

Trustee Price - Yes

Trustee Zentz - Yes

Trustee Winkleblack - Yes

Mayor Wilcox - Yes

MOTION PASSED

Meeting adjourned at 8:01 pm

Kimball G. White
Approved

Melissa Meyer
Attest

