

AGENDA
BOARD OF TRUSTEES
DATE: June 4, 2024
Regular Meeting 6:00pm
Town Hall – 1010 High Street
Collbran, Colorado

The Public Is Encouraged To Attend

[Click Here for link](#)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Edits or Deletions to Agenda
5. Persons not on the agenda
 - A. Please limit comments to three (3) minutes, and address your comments directly to the Mayor.
 - B. Identify yourself by name and address when making comments.
 - C. Comments should be courteous, civil and constructive.
 - D. Town Board will make no decision nor take action, except to direct the Town Manager.
6. Approval of Amended Minutes from the April 9th and 16th, 2024 Board Meetings
7. Approval of Minutes from May 7 and 21, 2024 Board Meetings
8. Approval of Expenditures from May 2024
9. Approval of 3 Street Closure Permits for Plateau Valley Heritage Days
10. Modification of Premises for Collbran Cafe - Plateau Valley Heritage Days
11. Optimus Communications - Mark McGowan
12. Review the Request For Proposals for Town Attorney and Approval for Town Staff to Issue the Proposal
13. Approval of RESOLUTION NO. 5, SERIES 2024 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, COLORADO APPOINTING THE MUNICIPAL JUDGE, TOWN CLERK AND TOWN TREASURER
14. Law Enforcement Committee Update
15. Update on the Senior Shuttle program?
16. Monthly Staff Update: Questions
17. Trustee Informational and/or items for future agenda
18. Public Correspondence
19. Adjournment

NOTICE TO READERS: Town Council meeting packets are prepared several days prior to the meetings. Timely action and short discussion on agenda items does not reflect lack of thought or analysis on the Trustee's part as issues have been discussed by Trustees in workshop or committee meetings which are open to the public. **The Board of Trustees may take action on any of the following agenda items as presented or modified prior to or during the meeting, and items necessary or convenient to effectuate the agenda items.**

PUBLIC INVITED TO ATTEND: The Public will be limited to three minutes each unless prior arrangements have been made with the Town Clerk or Administrator. Town Trustees may not respond to your comments on this evening, rather, they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up.

Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting 6 p.m. - April 9th, 2024

I. Call to order

Mayor Todd called to order the regular meeting of the Town of Collbran Board of Trustees at 6 p.m.

II. Pledge of Allegiance

III. Roll Call

Present: Trustee Zentz, Trustee Evans, Trustee Dalrymple, Trustee Melnikoff, & Mayor Todd

IV. Consent Agenda Consisting of Minutes from March 5th and March 19th as well as Expenditures for March 2024

MOTION: TRUSTEE EVANS MOVED TO APPROVE THE CONSENT AGENDA AS PRESENTED; SECONDED BY TRUSTEE ZENTZ.

Ayes: Trustees Zentz, Evans, Melnikoff, Dalrymple, and Mayor Todd

Nays: None

MOTION CARRIED

V. Person(s) Not on the Agenda

Pastor Ray approached the Board with his concerns of being a handicapped individual living in a Town without local law enforcement. He expressed the need for the Town to hire a Marshal so that he feels safe.

Mark McGowan approached the Board regarding his rental agreement with the Town. He believes he shouldn't have to pay rent as he states he owns the easement that the tower is on.

Theresa Wilcox approached the Board regarding an incident that occurred several years ago involving sewer issues. Mrs. Wilcox questioned the training of the Public Works staff and believed that OSHA guidelines were broken while the sewer line was repaired. Mrs. Wilcox wanted to know who was responsible for Public Works Staff and their training and/or certifications.

Jessica Price asked about a vicious dog attack that occurred on Main Street in which another dog was killed. Ms. Price felt the staff and Board have not taken care of this matter in an acceptable amount of time.

VI. Oaths of Office for Mayor and Trustees

Mayor Kendall W. Wilcox, Trustee Gary Winkleblack and Trustee Jessica Price were all sworn in and took their places at the Board table.

VII. Appointment of Mayor Pro-Tem

Conversation was had regarding the appointment.

MOTION: MAYOR WILCOX MOVED TO APPOINT TRUSTEE PRICE AS MAYOR PRO TEM; SECONDED BY TRUSTEE PRICE.

Trustee Winkleblack: Yes
Trustee Price: Yes
Trustee Zentz: No
Trustee Evans: No
Mayor Wilcox: Yes

MOTION CARRIED

VIII. Resolution No 4, Series 2024 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN, DESIGNATING PERSONS AUTHORIZED TO SIGN TOWN CHECKS

MOTION: TRUSTEE PRICE MOVED TO TABLE THIS RESOLUTION UNTIL THE NEXT MEETING DUE TO AN INACCURATE DATE ON THE FORM; SECONDED BY TRUSTEE EVANS.

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

Nays: None

MOTION TABLED

IX. Liquor License Renewal for Mountain High Pie, LLC - Monica Etcheverry and Lori Hammett.

MOTION: TRUSTEE PRICE MOVED TO APPROVE THE LIQUOR LICENSE RENEWAL FOR MOUNTAIN HIGH PIE AS PRESENTED; SECONDED BY TRUSTEE EVANS.

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

Nays: None

MOTION CARRIED

X. Street Closure Permit for PV Cancer Fund

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE STREET CLOSURE PERMIT CONTINGENT UPON PARKING STIPULATIONS: SECONDED BY TRUSTEE PRICE.

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

Nays: Trustee Evans

MOTION CARRIED

XI. Street Closure Permit for American Legion

MOTION: TRUSTEE PRICE MOVED TO APPROVE THE STREET CLOSURE PERMIT CONTINGENT UPON TIMING STIPULATIONS; SECONDED BY TRUSTEE WINKLEBLACK.

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

Nays: None

MOTION CARRIED

XII. Auditorium Update

Staff presented an update of the Auditorium Renovation Project and the project progress status. Asbestos abatement is set to start later in the month with renovations hopefully starting in May/June. The project completion is expected by December.

XIII. Re-authorize award of Asbestos Abatement Contract to Rockies Environmental and Demolition Services in the amount of \$75,000 and authorize Mayor to sign contract once the Environmental Release of Funds has been received from the Colorado Department of Local Affairs

MOTION: TRUSTEE ZENTZ MOVED TO APPROVE TO RE-AUTHORIZE AWARD OF ASBESTOS ABATEMENT CONTRACT TO ROCKIES ENVIRONMENTAL AND DEMOLITION SERVICES IN THE AMOUNT OF \$75,000 AND AUTHORIZE MAYOR TO SIGN CONTRACT ONCE THE ENVIRONMENTAL RELEASE OF FUNDS HAS BEEN RECEIVED FROM THE COLORADO DEPARTMENT OF LOCAL AFFAIRS; SECONDED BY TRUSTEE EVANS.

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

Nays: None

MOTION CARRIED

XIV. Re-authorize award of Asbestos Monitoring Contract to Foothills Environmental Inc. in the amount of \$15,030 and authorize Mayor to sign contract once the Environmental Release of Funds has been received from the Colorado Department of Local Affairs

MOTION: TRUSTEE EVANS MOVED TO APPROVE TO RE-AUTHORIZE AWARD OF ASBESTOS MONITORING CONTRACT TO FOOTHILLS ENVIRONMENTAL INC. IN THE AMOUNT OF \$15,030 AND AUTHORIZE MAYOR TO SIGN CONTRACT ONCE THE ENVIRONMENTAL RELEASE OF FUNDS HAS BEEN RECEIVED FROM THE COLORADO DEPARTMENT OF LOCAL AFFAIRS; SECONDED BY TRUSTEE ZENTZ.

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

Nays: None

MOTION CARRIED

XV. Consideration of Proposal from Chamberlain Architects to provide Architectural Renderings of Auditorium Finishes in the amount of \$3,420

MOTION: TRUSTEE PRICE MOVED TO APPROVE THE PROPOSAL FROM CHAMBERLAIN ARCHITECTS TO PROVIDE ARCHITECTURAL RENDERINGS OF AUDITORIUM FINISHES IN THE AMOUNT OF \$3,420; SECONDED BY TRUSTEE ZENTZ.

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

Nays: None

MOTION CARRIED

XVI. Theresa Wilcox - Asked to be postponed until next meeting

XVII. Direction From Board to Staff Regarding Marshal Hiring

Town Manager Matarozzo presented the Board with a list of current applicants which included applicant experience, certifications, and location.

Trustee Winkleblack asked Town Staff to expand the advertising for the Marshal position to other departments and/or military departments.

MOTION: TRUSTEE PRICE MOVED TO AUTHORIZE TOWN STAFF TO INTERVIEW THE TWO POST CERTIFIED CANDIDATES AND TO CONTINUE TO LOOK INTO OTHER SOLUTIONS; SECONDED BY TRUSTEE WINKLEBLACK.

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

Nays: None

MOTION CARRIED

XVIII. Board Training

Board Members decided to hold Board training after the next meeting on 4.16.24.

XIX. Monthly Staff Update

XX. Upcoming meetings

- a. Request by School for joint meeting with Board of Trustees regarding waterline.
- b. April 16, 2024, Special Board and work session.

XXI. Trustee Informational and/or Items for Future Agenda

Trustee Price requested that her Board Packet be printed and delivered to her no later than noon on Thursdays the week prior to the meeting.

XXII. Public Correspondence

XXIII. Adjournment

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

Meeting adjourned at 8:40 pm.

Approved

Attest

Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting | Public Hearing 6 p.m. -Tuesday April 16th, 2024

I. Call to order

Mayor Wilcox called to order the regular meeting of the Town of Collbran Board of Trustees at 5:58pm.

II. Pledge of Allegiance

III. Roll Call

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

IV. Persons Not on the Agenda

Linda Ayers spoke about her experience living here in Collbran and what a pleasure it has been the past 25 years. She mentioned what a warrior Kris Melnikoff was and how she was an advocate for the Town and community in a multitude of ways. Mrs. Ayers also spoke to the new Board about the importance of being kind and “to live and treat others as if they won’t be here tomorrow.”

Brandon Melnikoff read from a book called The Stick and The Bad Mood and mentioned the importance of kindness to the Board and the community members present in the gallery. He then yielded his time to Rachel Schowalter.

Rachel Schowalter approached the Board on the premise that the Board needs to act in a professional manner. She mentioned how many people in the community were appalled by the behavior of certain board and community members at the April 9th meeting and encouraged the Board and said community members to conduct themselves with kindness, respect, and professionalism going forward.

Theresa Wilcox approached the Board with her frustrations in hearing rumors or people outright telling her, “I’m surprised your husband hasn’t been poisoned yet.” She feels that her husband is being threatened due to his newly elected position as mayor.

V. Public Hearing – Special Use Application for the Town of Collbran Communications Tower & Support Facilities

Public Hearing Called to order AT 6:12PM

Davis Farrar presented the information regarding the special land use permit needed for the broadband tower at Gandi Park. All required notices have been posted and/or mailed. Mr. Farrar explained that the broadband tower will be located near the carrier neutral location for internet service providers and that this tower construction is one of the last phases to be completed in the Broadband project as a whole.

Mayor Wilcox asked about the possibility of Internet Service Providers connecting onto the TMobile tower that is already up. Staff explained that the TMobile Tower is a privately owned entity and it would be up to TMobile or the tower owner if they would allow other ISPs to co-locate. Because of the grants the Town was awarded and the stipulations of those grants, a carrier neutral location with open access to ISPs is required.

Trustee Price mentioned that her paperwork referenced the “wrong code numbers” regarding the special land use code. Staff explained that Mr. Farrar probably had the older version of the code as ours was recently codified and was renumbered. Mr. Farrar apologized for the numbering issue but explained that this is a land use permit and it would be under the land use code.

Mayor Wilcox asked about the distance between the new proposed tower and the current TMobile tower. He mentioned that he knows of a quarter mile distance requirement and this could be an issue for cross communications.

Mark McGowan stated that the new tower may not be in the best spot for shooting waves or adequate in height. He also requested a guaranteed amount of space on the tower and wanted to know how many ISPs would be located on the tower.

Corey Brindle with Region 10 spoke via Zoom and went over what Region 10 is and the success they have had bringing Broadband to many communities on the Western Slope. He was also able to confirm that the distance between the new proposed tower and the TMobile are adequate in distance apart.

MOTION: TRUSTEE WINKLEBLACK MOVED TO APPROVE THE SPECIAL USE PERMIT FOR THE TOWN OF COLLBRAN COMMUNICATIONS TOWER & SUPPORT FACILITIES AS PRESENTED; SECONDED BY TRUSTEE EVANS

Ayes: Trustees Zentz, Evans, & Winkleblack

Nays: Trustee Price & Mayor Wilcox

MOTION CARRIED

PUBLIC HEARING ADJOURNED AT 7:10PM

REGULAR MEETING CALLED TO ORDER AT 7:11PM

VI. River City Consultants Conceptual Presentation - Terrell Park Subdivision

River City Consultants presented an idea for a Terrell Park Subdivision to the Board of Trustees and Town Staff. This idea is in the very beginning stages and will move forward as dictated by Ordinance. Staff will work with the developer and Town Planner moving forward.

VII. Authorization for the Town Manager to solicit comparative pricing for the 2024 Alley Sanitary Sewer replacement based upon the design provided by KLJ Engineering and an Engineer's Estimate of Probable Cost of approximately \$22,000 and waiving the competitive bid requirements of the Town's procurement policy in order to expedite the repairs. Recommended source of funding is 2024 sewer fund capital budget of \$50,000, \$30,000 available for 2024 sludge drying/removal that can be postponed to 2025

There is a section of sewer line in the alley between Main Street and Elm Street that needs to be replaced. Multiple individual lines tie in together and then connect to the 6 inch main line.

MOTION: TRUSTEE EVANS MOVED TO APPROVE THE AUTHORIZATION FOR THE TOWN MANAGER TO SOLICIT COMPARATIVE PRICING FOR THE 2024 ALLEY SANITARY SEWER REPLACEMENT BASED UPON THE DESIGN PROVIDED BY KLJ ENGINEERING AND AN ENGINEER'S ESTIMATE OF PROBABLE COST OF APPROXIMATELY \$22,000 AND WAIVING THE COMPETITIVE BID REQUIREMENTS OF THE TOWN'S PROCUREMENT POLICY IN ORDER TO EXPEDITE THE REPAIRS AS PRESENTED; SECONDED BY TRUSTEE ZENTZ

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

Nays: None

MOTION CARRIED

VIII. Trustee Informational and/or items for future agenda

Trustee Price asked for a status report on the vicious dog attack that occurred on Main Street several weeks ago. Town Manager explained that we were waiting on signatures from the Town's prosecuting attorney and for the Sheriff's Department to serve the papers to the owner of the alleged vicious dog. Court for this case will be held on May 24th at noon.

IX. Upcoming meetings

- a. **April 23, 2024 joint work session with Plateau Valley School Board
6:00 pm @PV school**
- b. **May 7, 2024 – regular board meeting, 6:00 pm**

X. Adjournment

MOTION: TRUSTEE WINKLEBLACK MOVED TO ADJOURN; SECONDED BY ALL

MOTION CARRIED - Meeting adjourned at 7:46pm

Approved

Attest

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
Nays: 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

Nays: 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

Nays: 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

Meeting Minutes May 7, 2024

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

Attest

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

Town of Collbran Board of Trustees Meeting Minutes

Regular Meeting 6 p.m -Tuesday May 21, 2024

I. Call to Order

Mayor Wilcox called to order the regular meeting of the Board of Trustees at 6:01pm.

II. Pledge of Allegiance

III. Roll Call

PRESENT: Trustees Zentz, Evans, Winkleblack, Price, and Mayor Wilcox
ABSENT: NONE

IV. Persons not on the agenda

Ms. Lorrie Hammett asked for a status on her request for more information about the insinuation of potential corruption at Town Hall. She stated she was not asking for the outcome of investigatory efforts, but what is being investigated. Ms. Hammon recalled an event in which she stood on the porch of MHP with Trustee Price, before the election, when Trustee Price told her a number of disturbing things about Town Hall and staff. Trustee Price responded saying that she did not recall this interaction.

Mayor Wilcox stated that he hasn't heard of these allegations of corruption himself and told Ms. Hammon to ignore it and drop the issue, the allegations heard are gossip. Ms. Hammett then asked Trustee Price if she agreed that there was no issue, Trustee Price agreed.

V. Authorize Change Order for Contract with NeuComm Solutions for Final Equipment Amounts and Tower Painting

Staff presented the change order. The cost of the change order is within the current budget.

**MOTION: TRUSTEE EVANS MOVED TO APPROVE THE AUTHORIZATION OF THE CHANGE ORDER FOR THE CONTRACT WITH NEUCOM;
SECONDED BY MAYOR WILCOX.**

VOTE RESULTS:

TRUSTEE ZENTZ - YES
TRUSTEE EVANS - YES
TRUSTEE WINKLEBLACK - YES
TRUSTEE PRICE - YES
MAYOR WILCOX - YES

MOTION PASSED

VI. Authorize Change Order to Contract with Apeiron Utility Construction for Community Anchor Fiber Installation

Staff presented the change order to bring fiber to community anchor institutions as part of the Broadband Project.

There was discussion about the maintenance of the fiber line and staff was asked to plan to go out with a formal bid process for the project.

MOTION: TRUSTEE EVANS MOVED TO AUTHORIZE THE CHANGE ORDER NO. 1 WITH APEIRON UTILITY CONSTRUCTION AS PRESENTED ; SECONDED BY TRUSTEE ZENTZ.

VOTE RESULTS:

TRUSTEE ZENTZ - YES
TRUSTEE EVANS - YES
TRUSTEE WINKLEBLACK - YES
TRUSTEE PRICE - YES
MAYOR WILCOX - YES

MOTION PASSED

VII. Authorize Town Manager to Submit and Sign a Pole Attachment Agreement with Grand Valley Power

As part of connecting the community anchor institutions a new Pole Attachment application and agreement with Grand Valley Power is needed .

MOTION: MAYOR WILCOX MOVED TO APPROVE THE TOWN MANAGER TO SUBMIT AND SIGN THE POLE ATTACHMENT AGREEMENT WITH GRAND VALLEY POWER; SECONDED BY TRUSTEE EVANS.

VOTE RESULTS:

TRUSTEE ZENTZ - YES
TRUSTEE EVANS - YES
TRUSTEE WINKLEBLACK- YES
TRUSTEE PRICE - YES
MAYOR WILCOX - YES

MOTION PASSED

VIII. Town Attorney Discussion

Our Town Attorney, Jim Neu, of 17+ years has informed staff that he does not wish to be appointed as the Town Attorney going forward. Staff will bring the Request For Proposal to the Board for review at the June 4th meeting.

IX. Senior Shuttle Program Discussion

Currently, the Town of Collbran offers a shuttle service to Grand Junction for seniors on the 1st and 3rd Thursdays of the month driven by Keith Todd, who is employed through the Town. Currently, costs for this service are reimbursed via a grant through the Area Agency on Aging (AAA). AAA is a public non-profit agency, designated by the state to address the needs and concerns of all older persons at the regional and local levels. Transdev, whom we worked with directly for this program, is not renewing their contract with AAA and because of this contract not being renewed, funding from Transdev will no longer be available after July 1st for the Senior Shuttle program here in Collbran.

Mayor Wilcox asked if Mr. Todd needed a CDL or a Chauffeur's License or another certification to shuttle individuals. Staff will research and report back. Mayor Wilcox also asked about who is responsible for insurance, Mr. Todd personally or the Town. Town Staff will research and report back..

Trustee Evans suggested we continue the program through the end of the year but to bring the discussion back during the budget process.

X. Trustee Informational and/or Items for Future Agenda

Trustee Price would like to address the senior shuttle issue and Mr. Todd's qualifications to continue to drive the shuttle on the next agenda. She suggested maybe a medical examination be needed to confirm that he is physically able to drive and shuttle people.

Trustee Price requested that a Marshal's office update be on every agenda until we find a new Marshal or other solution.

Mayor Wilcox asked for clarification regarding the budget for the broadband project. Trustee Price asked for clarification regarding the payment structure with Region 10. Staff will bring the Project scope and budget forward at a board work session to be scheduled.

Trustee Price asked about Mr. McGowan being on the agenda for June 4th's meeting. Town Administrator Matarozzo explained that the Town Attorney suggested that the Board not discuss the issues Mr. McGowan presented because of potential litigation. The Town Attorney is currently seeking aid from an attorney that specializes in telecommunications. Trustee Price asked the Town to write Mr. McGowan a letter explaining why he would not be on the next agenda. Mayor Wilcox asked if Mr. McGowan was made aware of the efforts to bring fiber to the anchor institutions prior? Town Administrator Matarozzo stated that yes, Mr. McGowan was informed of the fiber being brought to the CNL and anchor institutions.

Trustee Price asked the Town Attorney to make a resolution or ordinance for the next agenda that would allow hiring and firing of staff be approved through the Board instead of just the Town Administrator. Trustee Evans stated that Board involvement in personnel could lead to potential litigation. She explained that the only staff that the Board oversees is the Town Administrator and the Town Administrator oversees Town employees as a part of her job description. Public comment was made.

Trustee Evans stated that employees have the option to come before the Board if there is an issue with the Town Administrator, but other than that, the Board should have no involvement with Town staff.

Trustee Winkleblack disagreed. He recounted his time working for the school district and how their practices involved the principal or superintendent making a recommendation of the hiring and/or dismissal of personnel and then the Board had ultimate authority for hiring and/or firing. Trustee Evans explained that the

role of elected board members is to provide policies for the Town and to give direction to the Town Administrator, not to hire and fire employees. Town Administrator Matarozzo said that she would seek advice from the attorney regarding this issue.

Trustee Price asked about appointments for Town Administrator, Clerk, Treasurer, and Attorney. Town Manager Matarozzo explained that the Town Attorney suggested to staff to wait for our new attorney to make appointments. Town Manager Matarozzo stated she will bring the appointments on the next agenda while holding off on appointing a new town attorney.

Trustee Price asked to have the positions of Town Clerk and Town Treasurer be moved to be determined by special election instead of by appointment. Staff will seek Attorney advice and report back.

Trustee Winkleblack commented as to the hiring and firing of employees. He believes dismissal should be reflected in employee evaluations and asked about Board access to annual employee evaluations. Staff will clarify with the attorney regarding employee personnel files and what is open record.

Ms. Lorrie Hammett asked the Board to confirm on record that the rumors of corruption at Town Hall have been and are purely gossip and that there is nothing to be investigated or addressed. The Mayor acknowledged Ms. Hammett, stating that he personally never heard of any allegations of corruption at Town Hall.

XI. Upcoming meetings

- A. June 4, 2024 – regular board meeting, 6:00 pm, worksession to follow**
- B. June 11, 2024 – worksession**
- C. June 18, 2024 – special board meeting with worksession to follow**
- D. July 9, 2024 - regular board meeting – CANCELED**
- E. July 16, 2024 - special board meeting with worksession to follow**

XII. Adjournment

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

VOTE RESULTS:

TRUSTEE ZENTZ - YES
TRUSTEE EVANS - YES
TRUSTEE WINKLEBLACK- YES
TRUSTEE PRICE - YES
MAYOR WILCOX - YES

MOTION PASSED

Meeting adjourned at 7:25

Approved

Attest

Town of Collbran
Finance Transmittal Sheet
May 2024

Accounts Payable Invoices:

See attached payment approval report \$ 100,520.79

Debit card charges:

April 2024 (detail only, summary provided last mont)

Includes recurring utility payments
(Black Hills Energy, Grand Valley
Power, etc)

May 2024 (detail to be provided next month) 14,188.42

Payroll checks and transmittals 37,604.26 There were 3 pay periods in May

Total Disbursements \$ 152,313.47

Receipts:

Water & sewer \$ 27,166.35

Main operating account 124,563.46

Interest earned 14,589.56

Total Receipts \$ 166,319.37

Net cash flow \$ 14,005.90

Cash/Investment Account Balances as of 04/30/24

Grand Valley Bank Operating \$ 232,941.73

Grand Valley Bank Utility 214,667.05

Grand Valley Bank Money Market 2,015,026.27

Grand Valley Bank Debit Card 11,913.51

ColoTrust 1,334,486.62

CSAFE 909,326.75

Total \$ 4,718,361.93

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
ALLEN HILL								
231	ALLEN HILL	2024 HOOSIE	WATER: 2024 HOOSIER DITCH MAINT	05/01/2024	57.86	57.86	05/10/2024	
Total ALLEN HILL:					57.86	57.86		
BEHAVIORAL HEALTH & WELLNESS, PLLC								
603	BEHAVIORAL HEALTH & WELLNESS, P	MARSHAL OF	MARSHAL: PROFESSIONAL SERVICES	04/16/2024	350.00	350.00	05/10/2024	
Total BEHAVIORAL HEALTH & WELLNESS, PLLC:					350.00	350.00		
CITY OF GRAND JUNCTION								
213	CITY OF GRAND JUNCTION	2024-0007333	WATER: TESTING INFLUENT, EFFLUENT	04/17/2024	292.95	292.95	05/10/2024	
213	CITY OF GRAND JUNCTION	2024-0007335	WATER: WATER QUALITY TESTING INFL	04/18/2024	283.28	283.28	05/10/2024	
213	CITY OF GRAND JUNCTION	2024-0007721	MARSHAL: COMMUNICATIONS 911 APRI	04/23/2024	953.67	953.67	05/10/2024	
Total CITY OF GRAND JUNCTION:					1,529.90	1,529.90		
COLLBRAN SUPPLY								
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384043 PLUMBING SUPPL	04/28/2024	40.95	40.95	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384048 PAINTING SUP	04/28/2024	97.92	97.92	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384116 CONCRETE MIX	04/28/2024	6.89	6.89	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384150 FIELD MARKING P	04/28/2024	53.97	53.97	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384175 HANDHELD FE	04/28/2024	14.99	14.99	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384251 PLUMBING SUPPL	04/28/2024	12.97	12.97	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384258 PLUMBING SUPPL	04/28/2024	6.97	6.97	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	FAIRGROUNDS: REPAIRS TURBINE 12"	04/28/2024	179.98	179.98	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384280 PLUMBING AND E	04/28/2024	39.77	39.77	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	WATER: PUMPHOUSE 384293 GUTTERS	04/28/2024	284.08	284.08	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384305 PLUMBING SUPPL	04/28/2024	21.96	21.96	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384307 RETURN BRACKE	04/28/2024	37.98-	37.98-	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: SUPPLIES WEED KILLER	04/28/2024	49.99	49.99	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384484 9V BATTERIES	04/28/2024	23.98	23.98	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384485 FERTILIZER	04/28/2024	28.99	28.99	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: 384498 FENCE SUPPLIES	04/28/2024	17.37	17.37	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384534 MANURE FOR	04/28/2024	41.99	41.99	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	FAIRGROUNDS: REPAIRS 384536 PADLO	04/28/2024	38.91	38.91	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384686 ELECTRIC SWITC	04/28/2024	1.39	1.39	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384737 OSCILLATING	04/28/2024	29.99	29.99	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384738 CAULK AND WIND	04/28/2024	20.58	20.58	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384745 ADJUSTABLE	04/28/2024	54.25	54.25	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384768 MESH WIRE VI	04/28/2024	28.99	28.99	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384774 RETURN MES	04/28/2024	28.99-	28.99-	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: SAFETY SUPPLIES 384796 PROFES	04/28/2024	54.99	54.99	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: REPAIRS 384797 6' HOSE LEAD	04/28/2024	13.99	13.99	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PW: REPAIRS 384802 CONDUIT HANGE	04/28/2024	11.16	11.16	05/10/2024	
153	COLLBRAN SUPPLY	STMT 042824	PARKS: SUPPLIES 384885 65 4" RAINBI	04/28/2024	1,009.21	1,009.21	05/10/2024	
Total COLLBRAN SUPPLY:					2,119.26	2,119.26		
COLORADO ANALYTICAL LABORATORIES								
846	COLORADO ANALYTICAL LABORATOR	240410173	WATER: WATER QUALITY TESTING	04/23/2024	340.00	340.00	05/10/2024	
Total COLORADO ANALYTICAL LABORATORIES:					340.00	340.00		
COLORADO RURAL WATER ASSOCIATI								
161	COLORADO RURAL WATER ASSOCIA	2224	PW: ANNUAL MEMBERSHIP	01/01/2024	300.00	300.00	05/10/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total COLORADO RURAL WATER ASSOCIATI:					300.00	300.00		
CORE & MAIN LP								
733	CORE & MAIN LP	U634441	REPAIRS: WATER SYSTEM REPAIR PAR	04/01/2024	575.82	575.82	05/10/2024	
Total CORE & MAIN LP:					575.82	575.82		
Dave Arcady								
850	Dave Arcady	0000023	MARSHAL: PROFESSIONAL SERVICES/	05/06/2024	625.00	625.00	05/10/2024	
Total Dave Arcady:					625.00	625.00		
FORT ORANGE PRESS, INC.								
851	FORT ORANGE PRESS, INC.	24365011	ELECTIONS: 2024 MUNICIPAL ELECTIO	03/31/2024	2,679.04	2,679.04	05/10/2024	
Total FORT ORANGE PRESS, INC.:					2,679.04	2,679.04		
GREGORY J. MUELLER, P.C.								
286	GREGORY J. MUELLER, P.C.	MUNICIPAL C	MAY 2024 MUNICIPAL JUDGE SERVICES	05/01/2024	400.00	400.00	05/10/2024	
Total GREGORY J. MUELLER, P.C.:					400.00	400.00		
Justin Wareham								
849	Justin Wareham	24-9C	MARSHAL: CONSULTING MEETINGS	05/07/2024	875.00	875.00	05/10/2024	
Total Justin Wareham:					875.00	875.00		
KAHILL INC.								
646	KAHILL INC.	4280	PARKS: GRAVEL AT GANDI AND TERREL	05/05/2024	300.00	300.00	05/10/2024	
646	KAHILL INC.	4280	WATER: PUMP STATION GRAVEL	05/05/2024	100.00	100.00	05/10/2024	
Total KAHILL INC.:					400.00	400.00		
KARP, NEU, HANLON, P.C.								
478	KARP, NEU, HANLON, P.C.	47668	LEGAL- APRIL 2024	05/06/2024	3,687.00	3,687.00	05/10/2024	
478	KARP, NEU, HANLON, P.C.	47809	LEGAL: COURT APRIL 2024	05/06/2024	550.00	550.00	05/10/2024	
Total KARP, NEU, HANLON, P.C.:					4,237.00	4,237.00		
LOCO INC.								
204	LOCO INC.	CT-1850471 S	PW: FUEL	04/30/2024	394.94	394.94	05/10/2024	
204	LOCO INC.	CT-1850471 S	PARKS: FUEL	04/30/2024	194.53	194.53	05/10/2024	
204	LOCO INC.	CT-1850471 S	FUEL TAX EXPENSE	04/30/2024	35.98	35.98	05/10/2024	
Total LOCO INC.:					625.45	625.45		
PARKERSON CONSTRUCTION, INC.								
304	PARKERSON CONSTRUCTION, INC.	2401423-IN	PW: MATERIALS 1-1/2" ROAD BASE 16.5	04/23/2024	273.08	273.08	05/10/2024	
304	PARKERSON CONSTRUCTION, INC.	2401424-IN	PW: MATERIALS 1-1/2 SCREENED ROC	04/23/2024	498.10	498.10	05/10/2024	
Total PARKERSON CONSTRUCTION, INC.:					771.18	771.18		
PLATEAU VALLEY SCHOOL								
402	PLATEAU VALLEY SCHOOL	MEMORIAL D	Kristin Melnikoff Memorial Agriculture Educa	04/16/2024	200.00	200.00	05/17/2024	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total PLATEAU VALLEY SCHOOL:					200.00	200.00		
ROCKIES ENVIRONMENTAL AND DEMOLITION								
853	ROCKIES ENVIRONMENTAL AND DEM	A54-RE24	AUDITORIUM: ASBESTOS ABATEMENT	05/16/2024	78,400.00	78,400.00	05/17/2024	
Total ROCKIES ENVIRONMENTAL AND DEMOLITION:					78,400.00	78,400.00		
SNOW LINE SERVICES LLC								
717	SNOW LINE SERVICES LLC	APRIL 2024 O	WATER/WASTEWATER SPLIT	04/30/2024	2,210.00	2,210.00	05/10/2024	
717	SNOW LINE SERVICES LLC	APRIL 2024 O	WATER/WASTEWATER OPERATOR	04/30/2024	1,190.00	1,190.00	05/10/2024	
Total SNOW LINE SERVICES LLC:					3,400.00	3,400.00		
SSSE, LLC.								
852	SSSE, LLC.	1058	SEWER: EMERGENCY SERVICE CALL A	04/12/2024	425.00	425.00	05/10/2024	
Total SSSE, LLC.:					425.00	425.00		
TERMINIX								
596	TERMINIX	276119	TOWN HALL MAINTENANCE: PEST CON	04/25/2024	55.00	55.00	05/10/2024	
Total TERMINIX:					55.00	55.00		
ULINE								
824	ULINE	176882805	PW: SUPPLIES SAFETY GLASSES AND	04/15/2024	304.29	304.29	05/10/2024	
Total ULINE:					304.29	304.29		
VALLEY RANCH SUPPLY								
374	VALLEY RANCH SUPPLY	STMT 042624	PARKS: REPAIRS 221114 SPOT SPRAYE	04/26/2024	11.99	11.99	05/10/2024	
Total VALLEY RANCH SUPPLY:					11.99	11.99		
WESTERN SLOPE CONSULTING								
380	WESTERN SLOPE CONSULTING	1905	ADMIN: CONSULTING SERVICES GANDI	05/09/2024	1,839.00	1,839.00	05/10/2024	
Total WESTERN SLOPE CONSULTING:					1,839.00	1,839.00		
Grand Totals:					100,520.79	100,520.79		

Report Criteria:

Including transaction count

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - Debit Card Charges GVB (CD112)						
04/01/2024	1	Admin- City Market - events Easter food	10-00-4347	Town Events	57.67	
04/01/2024	2	Sams Club - Admin - two TVs for Board ro	10-00-4940	Capital Outlay	1,019.23	
04/03/2024	3	Admin - Bobs Rules of Order for Trustees	10-00-4345	Education & Training	134.00	
04/03/2024	4	Election - Brandi's Kitchen - judges meals	10-02-4340	Election Expense	34.80	
04/04/2024	5	Admin - Office Depot - supplies	10-00-4311	Office Supplies	44.99	
04/04/2024	6	CenturyLink - Marshal - telephone	10-20-4398	Utilities Marshal	60.13	
04/04/2024	7	CenturyLink - PW Shop - telephone	10-30-4398	Utilities Public Works	59.28	
04/04/2024	8	CenturyLink - Town Hall - telephone	10-00-4398	Utilities	127.89	
04/04/2024	9	CenturyLink - Taxes, fees & surcharges	10-00-4355	License, Fees & Permits	27.70	
04/04/2024	10	CenturyLink - Sewer Plant - telephone	52-00-4398	Utilities Sewer	42.50	
04/04/2024	11	CenturyLink - Springs Pump Station - telep	51-00-4397	Utilities Springs Pump Station	42.50	
04/04/2024	12	CenturyLink - Water Plant - telephone	51-00-4398	Utilities Water	42.50	
04/04/2024	13	CenturyLink - WaterPlant - internet	51-00-4398	Utilities Water	59.94	
04/04/2024	14	CenturyLink - Water - taxes, fees & surchar	51-00-4355	License, Fees & Permits Water	13.85	
04/04/2024	15	CenturyLink - Sewer - taxes, fees & surcha	52-00-4355	License, Fees & Permits Sewer	4.62	
04/05/2024	16	GVP - Springs Pump Station	51-00-4397	Utilities Springs Pump Station	291.48	
04/05/2024	17	GVP - Gandhi Park	10-50-4398	Utilities Parks	31.50	
04/05/2024	18	GVP - Water Plant	51-00-4398	Utilities Water	130.56	
04/05/2024	19	GVP - Sewer Plant	52-00-4398	Utilities Sewer	1,933.96	
04/05/2024	20	GVP - PV School Lift Station	52-01-4398	Utilities School Lift Station	71.84	
04/05/2024	21	GVP - Town Hall	10-00-4398	Utilities	231.40	
04/05/2024	22	GVP - Fairgrounds	10-54-4398	Utilities Fairgrounds	78.79	
04/05/2024	23	GVP - Plateau Creek Light	10-30-4397	Utilities Street Lights	38.36	
04/05/2024	24	GVP - Library	10-10-4398	Utilities Library	106.11	
04/05/2024	25	GVP - Auditorium	10-60-4398	Utilities Auditorium	178.32	
04/05/2024	26	GVP - Public Works Shop	10-30-4398	Utilities Public Works	124.30	
04/05/2024	27	GVP- Gandhi Park CNL	10-08-4398	Utilities - BB	33.53	
04/05/2024	28	GVP - Terrell Park	10-50-4397	Utilities Terrell Park	32.08	
04/05/2024	29	GVP - Street Lights	10-30-4397	Utilities Street Lights	340.35	
04/05/2024	30	GVP - Terrell PK Yard Lights	10-50-4397	Utilities Terrell Park	21.82	
04/05/2024	31	GVP - Spring Streets Lights	10-30-4397	Utilities Street Lights	21.82	
04/05/2024	32	Admin - Supplies envelopes	10-00-4311	Office Supplies	119.89	
04/08/2024	33	Office Depot - certificates for outgoing Boar	10-00-4347	Town Events	63.52	
04/08/2024	34	Amazon - admin supplies - expanding folde	10-00-4311	Office Supplies	24.26	
04/08/2024	35	Black Hills Energy - Auditorium	10-60-4398	Utilities Auditorium	517.03	
04/08/2024	36	Black Hills Energy - Shop	10-30-4398	Utilities Public Works	441.82	
04/08/2024	37	Black Hills Energy - Library	10-10-4398	Utilities Library	175.58	
04/08/2024	38	Black Hills Energy - Water Treatment	51-00-4398	Utilities Water	273.89	
04/08/2024	39	Black Hills Energy - Town Hall	10-00-4398	Utilities	201.56	
04/10/2024	40	Republic Services - trash disposal -PW	10-30-4398	Utilities Public Works	558.38	
04/15/2024	41	AT&T Premier - Marshal cell phone	10-20-4326	Communications Marshal	130.12	
04/15/2024	42	AT&T Premier - Admin - cell phone	10-00-4398	Utilities	46.29	
04/15/2024	43	AT&T Premier - PW cell phone	10-30-4398	Utilities Public Works	46.29	
04/15/2024	44	AT&T Premier - PW cell phone	10-30-4398	Utilities Public Works	46.29	
04/16/2024	45	Amazon - admin supplies - toner cartridges	10-00-4314	Operating Supplies	332.25	
04/18/2024	46	UPS - Water - Water Sampling shipping	51-00-4310	Postage & Freight Water	17.62	
04/22/2024	47	Republic Services - trash disposal -PW	10-30-4398	Utilities Public Works	281.69	
04/25/2024	48	Admin - Amazon office supplies	10-00-4314	Operating Supplies	14.55	
04/25/2024	49	Amazon - Town hall door keypad	10-00-4366	Repairs & Maintenance	114.78	
04/25/2024	50	Amazon Admin - Ipad accessories for Boar	10-00-4345	Education & Training	36.97	
04/25/2024	51	Town of Collbran - Water - Mothers Park	10-50-4398	Utilities Parks	12.29	
04/25/2024	52	Town of Collbran - Water-Sewer - Town Ha	10-00-4398	Utilities	56.06	
04/25/2024	53	Town of Collbran -Water-Sewer - Collbran	10-10-4398	Utilities Library	51.95	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS - Debit Card Charges GVB (CD112) (continued)						
04/25/2024	54	Town of Collbran - Water-Sewer - Terrell P	10-50-4397	Utilities Terrell Park	12.29	
04/25/2024	55	Town of Collbran Water-Sewer - Terrell Pa	10-50-4397	Utilities Terrell Park	51.14	
04/25/2024	56	Town of Collbran -Water-Sewer - Fairgroun	10-54-4398	Utilities Fairgrounds	101.51	
04/25/2024	57	Town of Collbran -Water-Sewer -Auditoriu	10-60-4398	Utilities Auditorium	50.25	
04/25/2024	58	Town of Collbran - Water -Lilac Park	10-50-4398	Utilities Parks	12.29	
04/25/2024	59	Town of Collbran -Water - Women's Memo	10-50-4398	Utilities Parks	12.29	
04/25/2024	60	Town of Collbran Water-Sewer - Public Wo	10-30-4398	Utilities Public Works	54.93	
04/25/2024	61	Town of Collbran Water - Gandi Park	10-50-4398	Utilities Parks	12.30	
04/29/2024	62	Office Depot - admin - log book	10-00-4311	Office Supplies	5.23	
04/29/2024	63	4Imprint - events - to be refunded	10-00-4347	Town Events	351.21	
04/30/2024	64	Amazon - Admin - supplies timer for board	10-00-4314	Operating Supplies	29.99	
04/30/2024	65	April Debit Card charges	01-00-1025	GVB - Debit Card	.00	9,694.33-
Total CASH DISBURSEMENTS - Debit Card Charges GVB (CD112):					<u>9,694.33</u>	<u>9,694.33-</u>
References: 65 Transactions: 65						
Total 424:					<u>9,694.33</u>	<u>9,694.33-</u>
Grand Totals:					<u>9,694.33</u>	<u>9,694.33-</u>

Report Criteria:

Includes the following check types:
 Manual, Payroll, Supplemental, Termination, Transmittal
 Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
04/27/2024	PC	05/03/2024	2024002	Adams, Jenni L.	141		01-00-1024	753.56-
04/27/2024	PC	05/03/2024	2024002	Distel, Karla Jean	129		01-00-1024	891.97-
04/27/2024	PC	05/03/2024	2024002	Matarozzo, Melonie A.	123		01-00-1024	2,633.39-
04/27/2024	PC	05/03/2024	2024002	Nichols, Michael A.	121		01-00-1024	1,277.06-
04/27/2024	PC	05/03/2024	2024002	Vig, Michael A.	142		01-00-1024	863.84-
04/27/2024	PC	05/03/2024	2024002	White, Rory C.	126		01-00-1024	1,347.36-
04/27/2024	CDPT	05/14/2024	4110850	CCOERA	8	Retirement CCOERA (taxed volunt	01-00-1024	2,359.74-
05/11/2024	PC	05/17/2024	2024002	Adams, Jenni L.	141		01-00-1024	734.17-
05/11/2024	PC	05/17/2024	2024002	Distel, Karla Jean	129		01-00-1024	891.97-
05/11/2024	PC	05/17/2024	2024002	Matarozzo, Melonie A.	123		01-00-1024	2,633.39-
05/11/2024	PC	05/17/2024	2024002	Nichols, Michael A.	121		01-00-1024	1,646.61-
05/11/2024	PC	05/17/2024	2024002	Todd, Keith C.	112		01-00-1024	187.43-
05/11/2024	PC	05/17/2024	2024002	Vig, Michael A.	142		01-00-1024	833.46-
05/11/2024	PC	05/17/2024	2024002	White, Rory C.	126		01-00-1024	1,347.36-
05/11/2024	CDPT	05/21/2024	4110850	CCOERA	8	Retirement CCOERA (taxed volunt	01-00-1024	2,427.93-
05/11/2024	CDPT	05/21/2024	4110850	COLORADO EMPLOYEE BENEFI	15	Employer Paid Life Pay Period: 5/1	01-00-1024	7,761.48-
05/25/2024	CDPT	05/23/2024	4110851	AFLAC	11	Supplemental Insurance C/SD Ins	01-00-1024	207.27-
05/25/2024	PC	05/31/2024	2024002	Adams, Jenni L.	141		01-00-1024	922.84-
05/25/2024	PC	05/31/2024	2024002	Distel, Karla Jean	129		01-00-1024	891.97-
05/25/2024	PC	05/31/2024	2024002	Matarozzo, Melonie A.	123		01-00-1024	2,642.96-
05/25/2024	PC	05/31/2024	2024002	Nichols, Michael A.	121		01-00-1024	1,773.33-
05/25/2024	PC	05/31/2024	2024002	Todd, Keith C.	112		01-00-1024	175.49-
05/25/2024	PC	05/31/2024	2024002	Vig, Michael A.	142		01-00-1024	999.91-
05/25/2024	PC	05/31/2024	2024002	White, Rory C.	126		01-00-1024	1,399.77-
Grand Totals:								<u>37,604.26-</u>
								<u>24</u>

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Transmittal

Includes unprinted checks

Town of Collbran Street Closure Request

All applications for street closure shall be approved by the Collbran Board of Trustees.

Applicant: TOC

Representative: Jenni Adams

Address: 1010 High St

Phone: 970 487 3751 **Cell:** _____

Event: PV Heritage Days Parade

Event Description: July 4th Parade

Section of Roadway to Be Closed: PE Rd → Rodeo Rd → Main St

to High - see map

(Please attach map)

Date of Closure: July 4th

Time of Closure: 9:30am - 11 or 12

Applicant Signature: 

Print Name: Jenni Adams

Date: May 30, 2024

Terms and Conditions:

1. Applicant shall coordinate with public works department and Collbran marshal's Department.
2. Barricades shall be removed to the edge of the street to a safe location within one half hour of the end of the closure.
3. Applicant shall be responsible for the return of all barricades to public works department within 24 hours of the end of the street closure.
4. All sections of the street closed shall be cleaned and left in a clean condition after the closure.

Board of Trustees Decision: Approved Denied

Date of Approval: _____

Town Administrator: _____

**Town of Collbran
Street Closure Request**

All applications for street closure shall be approved by the Collbran Board of Trustees.

Applicant: TOC

Representative: Jenni Adams

Address: 1010 High St

Phone: 970-487-3751 **Cell:** _____

Event: Running of the Horses

Event Description: Horses run down Main St

Section of Roadway to Be Closed: Rode Grounds (PE Rd) to bridge, down Main to 59 1/2 Rd

(Please attach map)

Date of Closure: July 3rd + 4th

Time of Closure: 3:45 - 4:30 (Maybe)

Applicant Signature:  **Print Name:** Jenni Adams

Date: May 30, 2024

Terms and Conditions:

1. Applicant shall coordinate with public works department and Collbran marshal's Department.
2. Barricades shall be removed to the edge of the street to a safe location within one half hour of the end of the closure.
3. Applicant shall be responsible for the return of all barricades to public works department within 24 hours of the end of the street closure.
4. All sections of the street closed shall be cleaned and left in a clean condition after the closure.

Board of Trustees Decision: Approved Denied

Date of Approval: _____

Town Administrator: _____



Town of Collbran Street Closure Request

All applications for street closure shall be approved by the Collbran Board of Trustees.

Applicant: TOC
Representative: Jenni Adams
Address: 1010 High St
Phone: 970-487-3751 **Cell:** _____
Event: PV Heritage Days Street Dance
Event Description: Community Dance on Main St.
Section of Roadway to Be Closed: Main St - short street to
High - see map
(Please attach map)
Date of Closure: July 3rd, 2024
Time of Closure: 7pm - Midnight
Applicant Signature: Jenni Adams **Print Name:** Jenni Adams
Date: May 30, 2024

Terms and Conditions:

1. Applicant shall coordinate with public works department and Collbran marshal's Department.
2. Barricades shall be removed to the edge of the street to a safe location within one half hour of the end of the closure.
3. Applicant shall be responsible for the return of all barricades to public works department within 24 hours of the end of the street closure.
4. All sections of the street closed shall be cleaned and left in a clean condition after the closure.

Board of Trustees Decision: Approved Denied

Date of Approval: _____

Town Administrator: _____



Permit Application and Report of Changes

All Answers Must Be Printed in Black Ink or Typewritten

1. Applicant is a		License Number	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual	03-07031	
<input type="checkbox"/> Partnership	<input checked="" type="checkbox"/> Limited Liability Company		
2. Name of Licensee <i>Collbran Cafe, LLC</i>		3. Trade Name of Establishment (DBA) <i>Collbran Cafe</i>	
4. Address of Premises (specify exact location of premises) <i>108 Main St.</i>		5. Business Email Address <i>collbrancafe@gmail.com</i>	
City <i>Collbran</i>	County <i>Mesa</i>	State <i>CO</i>	ZIP <i>81624</i>
		Business Phone Number <i>9704870141</i>	

SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.

Section A – Manager Reg/Change	Section C		
<input type="checkbox"/> Manager's Registration (Hotel & Restr.) \$30.00 <input type="checkbox"/> Manager's Registration (Tavern) \$30.00 <input type="checkbox"/> Manager's Registration (Lodging & Entertainment) \$30.00 <input type="checkbox"/> Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.) NO FEE	<input type="checkbox"/> Retail Warehouse Storage Permit (ea) \$100.00 <input type="checkbox"/> Wholesale Branch House Permit (ea)..... \$100.00 <input type="checkbox"/> Change Corp. or Trade Name Permit (ea)..... \$50.00 <input type="checkbox"/> Change Location Permit (ea)..... \$150.00 <input type="checkbox"/> Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change..... \$150.00 <input checked="" type="checkbox"/> Change, Alter or Modify Premises		
<p><i>Please note that Manager's Registration for Hotel & Restaurant, Lodging & Entertainment, and Tavern licenses requires a local fee with submission to the local licensing authority as well. Please reach out to local licensing authorities directly regarding local processing and fees.</i></p>			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid black;">\$150.00 x <i>2</i></td> <td style="width: 40%; border: 1px solid black;">Total Fee: <i>300</i></td> </tr> </table>		\$150.00 x <i>2</i>	Total Fee: <i>300</i>
\$150.00 x <i>2</i>	Total Fee: <i>300</i>		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid black;">\$100.00 x</td> <td style="width: 40%; border: 1px solid black;">Total Fee:</td> </tr> </table>		\$100.00 x	Total Fee:
\$100.00 x	Total Fee:		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border: 1px solid black;">\$160.00 x</td> <td style="width: 40%; border: 1px solid black;">Total Fee:</td> </tr> </table>		\$160.00 x	Total Fee:
\$160.00 x	Total Fee:		
<p style="text-align: center;">Section B – Duplicate License</p> <input type="checkbox"/> Duplicate License \$50.00	<input type="checkbox"/> Addition of Optional Premises to Existing H/R <input type="checkbox"/> Addition of Related Facility to an Existing Resort or Campus Liquor Complex <input type="checkbox"/> Campus Liquor Complex Designation No Fee <input type="checkbox"/> Sidewalk Service Area \$75.00		

Do Not Write in This Space – For Department of Revenue Use Only

Date License Issued	License Account Number	Period
<p><small>The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.</small></p>		<p>TOTAL AMOUNT DUE</p> <p>\$.00</p>

Instruction Sheet

For All Sections, Complete Questions 1-5 Located on Page 1

Section A

To Register or Change Managers, check the appropriate box in section A and complete question 9 on page 4. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

Section B

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 5 for Oath of Applicant signature.

Section C

Check the appropriate box in section C and proceed below.

- 1) **For a Retail Warehouse Storage Permit**, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 2) **For a Wholesale Branch House Permit**, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 3) **To Change Trade Name or Corporation Name**, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 4) **To modify Premise, or add Sidewalk Service Area**, go to page 4 and complete question 10. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 5) **For Optional Premises** go to page 4 and complete question 10. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County).
- 6) **To Change Location**, go to page 3 and complete question 7. Submit the necessary information and proceed to page 5 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 7) **Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change**, go to page 4, and complete question 8. Use this section to make a current Noncontiguous Manufacturing Location into a Primary Manufacturing Location, or a Primary Manufacturing Location into a Noncontiguous Manufacturing Location. To be eligible for a Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change, you must be a Colorado state licensed manufacturer of vinous liquor pursuant to section 44-3-402 or 44-3-403, C.R.S.
- 8) **Campus Liquor Complex Designation**, go to page 5 and complete question 11. Submit the necessary information and proceed to page 5 for Oath of Applicant signature.
- 9) **To add another Related Facility** to an existing Resort or Campus Liquor Complex, go to page 5 and complete question 12.

Storage Permit	<p>5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit</p> <p><input type="checkbox"/> Retail Warehouse Permit for:</p> <p style="padding-left: 20px;"><input type="checkbox"/> On–Premises Licensee (Taverns, Restaurants etc.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Off–Premises Licensee (Liquor stores)</p> <p><input type="checkbox"/> Wholesalers Branch House Permit</p> <p>Address of storage premise: _____</p> <p>City _____, County _____ ZIP _____</p> <p>Attach a deed/lease or rental agreement for the storage premises.</p> <p>Attach a detailed diagram of the storage premises.</p>				
Change Trade Name or Corporate Name	<p>6. Change of Trade Name or Corporation Name</p> <p><input type="checkbox"/> Change of Trade name/DBA only</p> <p><input type="checkbox"/> Corporate Name Change (Attach the following supporting documents)</p> <p style="padding-left: 20px;">1. Certificate of Amendment filed with the Secretary of State, or</p> <p style="padding-left: 20px;">2. Statement of Change filed with the Secretary of State, <u>and</u></p> <p style="padding-left: 20px;">3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Old Trade Name</td> <td style="width: 50%;">New Trade Name</td> </tr> <tr> <td>Old Corporate Name</td> <td>New Corporate Name</td> </tr> </table>	Old Trade Name	New Trade Name	Old Corporate Name	New Corporate Name
Old Trade Name	New Trade Name				
Old Corporate Name	New Corporate Name				
Change of Location	<p>7. Change of Location</p> <p>NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held.</p> <p>Date filed with Local Authority _____ Date of Hearing _____</p> <p>(a) Address of current premises _____</p> <p style="padding-left: 20px;">City _____ County _____ ZIP _____</p> <p>(b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee)</p> <p style="padding-left: 20px;">Address _____</p> <p style="padding-left: 20px;">City _____ County _____ ZIP _____</p> <p>(c) New mailing address if applicable.</p> <p style="padding-left: 20px;">Address _____</p> <p style="padding-left: 20px;">City _____ County _____ State _____ ZIP _____</p> <p>(d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.</p>				

Winery/Limited Winery/Noncontiguous or Primary Manufacturing Location Change

8. Winery/Limited Winery Noncontiguous or Primary Manufacturing Location Change

Select the option that applies to your situation:

- Make a current Primary Manufacturing Location (Location 1) into a Noncontiguous Location (Location 2); or
Make a current Noncontiguous Manufacturing Location (Location 1) into a Primary Manufacturing Location (Location 2).

(a) Address of Location 1:
City County ZIP

(b) Address of Location 2:
City County ZIP

Change of Manager

9. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8), C.R.S.

(a) Change of Manager

Former manager's name

New manager's name

(b) Date of Employment

Has manager ever managed a liquor licensed establishment? Yes No

Does manager have a financial interest in any other liquor licensed establishment? Yes No

If yes, give name and location of establishment

Modify Premises or Addition of Optional Premises, Related Facility, or Sidewalk Service Area

10. Modification of Premises, Addition of an Optional Premises, Addition of Related Facility, or Addition of a Sidewalk Service Area

NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities.

(a) Describe change proposed to have a enclosed beer garden during the streetdance. Fencing around w/ entrance into Colbran Cafe Bar.

(b) If the modification is temporary, when will the proposed change:

Start 7/3/2024 (mo/day/year) End 7/3/2024 11:59 PM (mo/day/year)

NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00

(c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?

(If yes, explain in detail and describe any exemptions that apply) Yes No

(d) Is the proposed change in compliance with local building and zoning laws? Yes No

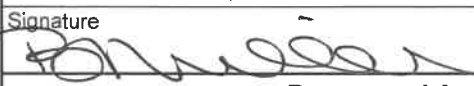
(e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises? Yes No

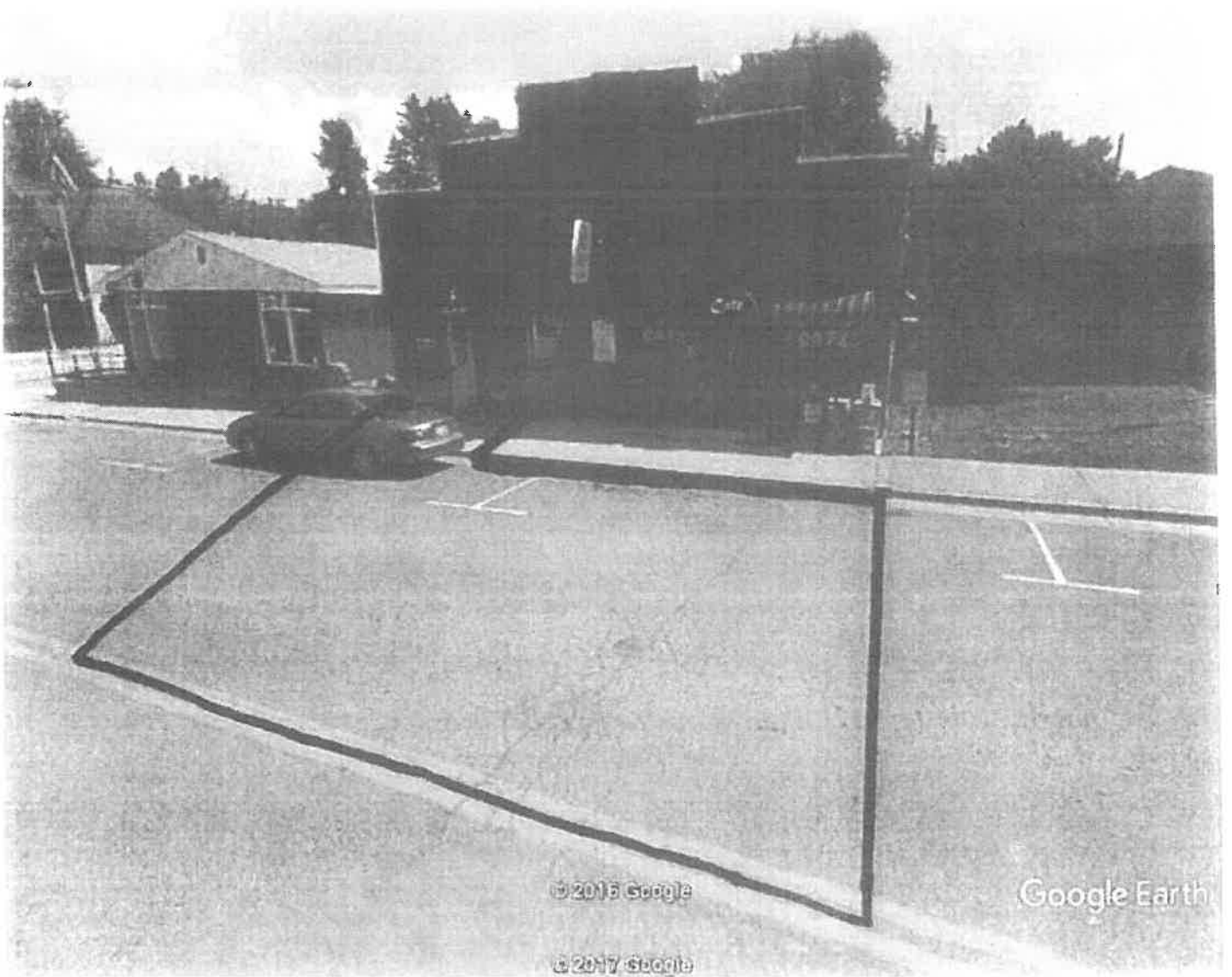
(f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises.

(g) Attach any existing lease that is revised due to the modification.

(h) For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), 1 C.C.R. 203-2, include documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

Campus Liquor Complex Designation	<p>11. Campus Liquor Complex Designation</p> <p>An institution of higher education or a person who contracts with the institution to provide food services</p> <p>(a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Additional Related Facility	<p>12. Additional Related Facility</p> <p>To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises.</p> <p>(a) Address of Related Facility _____</p> <p>(b) Outlined diagram provided <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Oath of Applicant		
I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge		
Signature 	Print name and Title Brittany Miller - manager	Date 5/30/24
Report and Approval of LOCAL Licensing Authority (CITY / COUNTY)		
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.		
Local Licensing Authority (City or County)		Date filed with Local Authority
Signature	Title	Date
Report of STATE Licensing Authority		
The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.		
Signature	Title	Date



Go gle Earth





Kendall Wilcox
Mayor
Town of Collbran
1010 High Street
PO Box 387
Collbran, Colorado 81624

May 7, 2024

RE: Internet and Telephone service quote

Optimus Communications, along with Mark and Tylor McGowan have extensive experience in the communications field. It is our understanding and recommendation from past experience that the system will run smoother and customers will be happier if Optimus Communications owns and manages the communications infrastructure. We have several businesses and government agencies which we have this type of relationship with.

We propose that Optimus Communications provide Fiber Broadband services to the Town Hall, Public Works building and The Collbran Auditorium.

Our proposal is as follows:

\$149/month for Broadband to the three locations

\$19.95 per month per voice line

\$1.00 per month per Direct Inward Dial (DID) phone number

Optimus Communications also offers hosted VoIP PBX services.

Thank you for your interest in our services,
Mark McGowan
Managing Member
Optimus Communications LLC



Mayor Kendall Wilcox
Town of Collbran
1010 High Street
PO Box 387
Collbran, Colorado 81624

RE: Offer to rent rack space

May 16, 2024

Dear Mayor Kendall Wilcox and Town Manager Melonie Matarozzo

Optimus Broadband is interested in having rack space in your CNL. I am writing to formally offer the Town \$100 per month rent for ½ Rack Space and cross connect to the Middle Mile Fiber. This is the complete offer and there are no other charges to utilize this location and service.

We additionally require a hand hold on the outside of the building in order to coil up our excess fiber. We are willing to install this hand hold ourselves.

Thank you for your attention to this matter. We look forward to receiving a prompt response regarding this request as we would like to start construction on this project.

Mark McGowan
Managing Member
Optimus Communications LLC



Kendall Wilcox
Mayor
Town of Collbran
1010 High Street
PO Box 387
Collbran, Colorado 81624

May 7, 2024

Dear Mayor Kendall Wilcox and Town Manager Melonie Matarozzo

I am writing to formally request a full refund of all rental payments made by Optimus Communications for the yard and Right-Of-Way Utility Easement located at Gandi Park. As per the decision of the town board, Optimus was required to pay a monthly rent of \$100 for the use of this property. However, recent developments have indicated that this property is no longer available for our use as it no longer has a fence.

It is worth noting that the State of Colorado recognizes ISPs as utilities, granting them full access to utility easements. Furthermore, Optimus Communications, being the owner of the cable system, already holds utility status. Given these circumstances, it is clear that the rental payments made by Optimus Communications were unjustified.

Therefore, we kindly request that the town issue a full refund of all rental payments made for the storage lot at Gandi Park in the amount of \$8,460. We believe that this refund is fair and necessary considering the change in designation of the property and the utility status of Optimus Communications.

Thank you for your attention to this matter. We look forward to receiving a prompt response regarding the refund request,

Mark McGowan
Managing Member
Optimus Communications LLC

May 30, 2024

Mark McGowan
Optimus Communications LLC
P.O. Box 742
Grand Junction, Colorado 81502

Via electronic mail to: mark@optimusnet.us

RE: Town of Collbran Tower issues

Mr. McGowan,

Our firm represents the Town of Collbran, Colorado (the “Town”) on matters related to broadband and wireless infrastructure. We are aware of a complaint you have submitted to the Town regarding the Town’s plans to construct a new 40 foot tower in Gandi Park near the tower site in the park which your company currently leases. In correspondence to the Town, you noted that pursuant to “FCC Code 17.120.040 General requirements part H,” your company objects to construction of the proposed tower.

We hope that you can help us clear up the reference to the FCC requirements that you have cited. In fact, there is no “FCC Code”, although there are FCC regulations which are found in Title 47 of the Code of Federal regulations. Your correspondence also noted that you refused to give your consent to a new tower within 1500 of your leased facility. Our research does not disclose any regulations adopted by the Federal Communications Commission or other governmental body that gives any adjacent tower owner or occupant a unilateral right to object to construction of a tower within a specific distance. As we look into these issues further, it would be appreciated if you could provide a specific citation to any law or regulation that you believe gives you the legal right to approve or reject an adjacent tower site. While my experience in working on these issues gives me confidence that there are no such regulations, we are always open to examining new legal authorities if someone brings it to our attention.

To be clear, once the Town’s tower is constructed, we are sure that Region 10, as the sole tenant of the carrier neutral location (“CNL”) and the Town’s agent to manage the tower will gladly lease space on the tower, as well as rack space at the CNL, to your company and any other interested ISPs at competitively neutral and non-discriminatory rates. The CNL at the Town’s tower site will connect the CDOT fiber backhaul that will enable ISPs to improve and expand services both in Collbran and across Mesa County.



We look forward to your providing the additional legal authorities we have requested, and we commit to timely reviewing them upon receipt. In advance, thank you for your cooperation.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Ken Fellman'.

Kenneth Fellman

cc: Town of Collbran



TOWN OF COLLBRAN, COLORADO

REQUEST FOR PROPOSALS

TOWN ATTORNEY

Town of Collbran
1010 High Street
Collbran, CO 81624
970-487-3751

Town of Collbran
Request for Proposals
Town Attorney

townofcollbran.colorado.gov
REQUEST FOR PROPOSALS

June 4, 2024

The Town of Collbran is currently seeking the services of a municipal attorney to serve as the Town Attorney. It is intended that the successful candidate would perform the services listed in this proposal. **THIS REQUEST FOR PROPOSAL (RFP) IS NOT A COMPETITIVE BID BASED ON PRICE ONLY.** The request for proposal allows the Town of Collbran, Colorado (the Town) to select a service provider that best meets the needs of the Town, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the Town's policies, programs, administrative resources, and budget. The Town reserves the right to accept or reject any and all proposals and to waive any informalities or irregularities in said proposals. The Request for Proposals does not bind the Town to hire a new Town Attorney when, in the Town's sole discretion, the Town determines not to do so.

This RFP has been advertised on <https://www.bidnetdirect.com/>. Any modifications to this RFP or addenda pertaining to this RFP will be published on the above-mentioned website, and all proposers are responsible to periodically check these websites for relevant updates prior to the submission of a proposal.

This RFP contains the instructions governing the proposals to be submitted, the material to be included therein, and the requirements that must be met to be eligible for consideration.

CALENDAR

A tentative schedule of key dates for the project has been established as follows:

June 5, 2024	Send out Request for Qualifications
June 19, 2024	Deadline for submission of qualifications
June 21, 2024	Selection of finalists for interview
Week of June 26, 2024	Conduct interviews
Will be set after interviews	Appointment of Town Attorney

Questions concerning the information contained herein should be directed to the following person:

Melonie Matarozzo
Town Administrator
townmanager@townofcollbran.us

COMMUNITY BACKGROUND

The Town of Collbran, Mesa County, Colorado, is a Title 31 statutory Town, and was incorporated in 1908. The Town has a population of approximately 368 residents (2022 Census) and consists of approximately 260 households. The Town is situated in the Plateau Valley on the

Town of Collbran
Request for Proposals
Town Attorney

Grand Mesa. The Town provides a full range of public services, including public safety, Municipal Utilities (water, wastewater), Infrastructure (drainage, streets, public buildings, and sidewalks), and Town parks. The community is zoned for and developed with different zones for commercial and residential.

There are five (5) Board of Trustee representatives, and each representative is elected to the Board for staggered four (4) year terms. The Mayor is elected for a two (2) year term. Every two (2) years, the mayor and two (2) Trustee representatives are up for election. The Mayor and all Trustees are elected “at large.”

The Town Manager, who functions as the chief operating officer of the Town, answers directly to the Board of Trustees. The Town employs Department Managers and a staff of approximately 6 full-time employees to manage the Town’s day-to-day business.

SCOPE OF SERVICES

CRS 31-4-304 provides for the appointment of a Town Attorney. “The board of trustees shall appoint a town attorney, as it deems necessary for the good government of the corporation [Town].”

The scope of services for the Town Attorney includes but is not limited to:

- Review or draft intergovernmental agreements
- Defense of Town from lawsuits
- Train Board members in legal matters
- Review or draft changes to the Municipal Code
- Review or prepare Board resolutions
- Review or draft contracts
- Involvement in personnel matters
- Involvement in liquor licensing issues
- Involvement in development of code amendments
- Shall prosecute ordinance violations and they shall conduct for the Town such cases in court
- Shall perform such other duties as may be prescribed for them by the Board of Trustees, including municipal court prosecution
- Shall call to the attention of the Board all matters of law, and changes or developments therein, affecting the Town
- Provide support to a separate law firm, if requested by staff or by the other firm, for special matters determined by the Board to be assigned to an outside Attorney
- Involvement in condemnation proceedings
- Review of Plats
- Involvement in other legal issues

The Attorney shall perform such other duties as may be prescribed for them by the Board of Trustees, including municipal court prosecution. The Town Attorney is requested to attend all or selected portions of two (2) Board of Trustee meetings a month and may be requested to attend other meetings as necessary. Meetings may be attended in-person or remotely. The Board of

Trustees meet the first and third Tuesday of every month with meetings beginning at 6:00pm and has full capability for interactive remote attendance by the Town Attorney via Zoom software.

PROPOSAL REQUIREMENTS

The following items should be addressed as part of the proposal:

1. Name of the person providing Town Attorney services to the Town. This is the person who will be appointed to the position of Town Attorney by the Town Board of Trustees, and is the person who will attend Board meetings on the first and third Tuesday evenings and all other Special Meetings. A resume of this person's background and experience should emphasize the municipal law experience of that person and the level of responsibility in this area.
2. The names and qualifications for each supporting member of the Town Attorney team and how they would be utilized by the Town Attorney.
3. Furnish an organizational chart of the permanent personnel in your office who will be responsible for the Town engagement.
4. Describe any knowledge or experience that makes you and/or your firm particularly qualified for the position.
5. Provide the name of your professional liability and other insurance carriers and the insurance limits on each policy.
6. Disclose any potential conflicts of interest that your firm may have in relation to the Town of Collbran.
7. Provide details regarding your existing workload and how you will fit this contract into your existing work priorities.
8. Provide a list of all other municipal clients with whom you have worked in the past five years. Please submit three client references that we may contact. These should be municipal governments or other governmental organizations where the individuals listed in Items #1 and #2 above currently provide or have provided municipal legal services in the recent past.
9. An acknowledgement that the proposed point person will not be changed without Board approval.
10. Each respondent's qualifications should address the ability to perform this scope of work, along with the specific expertise, education and experience of the various individuals who will be performing the work.
11. The Town reserves the right to obtain services from other attorneys when the Town, in its sole discretion, believes that the use of another law firm would be in the best interests of the Town. The respondent's proposal must affirmatively state that this is acceptable and that the respondent will agree to this provision in the negotiated contract.
12. List of rates by the Town Attorney and supporting staff.
13. The Town is soliciting talent and expertise first and foremost. While cost to the Town is important, the selection will not be based solely on cost. Please detail and explain your and/or your firm's required fees to perform the requested services.

14. If you propose to bill for services at an hourly rate or a monthly fee, provide the current hourly/monthly rate for each lawyer and for each employee of your firm who may work on Town matters. State specifically whether you will work on a fixed fee basis and, if so, how you propose that such a fee be determined. State specifically that if you are the successful candidate and if your fee will be based on hourly rates that you will not increase the rate for Town matters before January 1, 2026.
15. Specify availability and preferences for in-person or remote attendance.

CURRENT AND SPECIFIC PROJECTS REQUIRING LEGAL ASSISTANCE:

1. Comprehensive Plan Update and 3-Mile Plan. The current comprehensive plan was last amended/modified in 2011. The Town is currently working with a consulting firm for the draft but will require legal review for the final draft.
2. At the completion of the Comprehensive Plan project, there will undoubtedly be land development regulations that will also need to be updated. This project will need legal review prior to adoption of any correcting ordinances.
3. Development improvement agreements for proposed development(s) within the Town and assistance with negotiations and agreements between the Town and the Plateau Valley School District for water and sewer service.
4. Development and administration of memorandums of understanding and/or memorandums of agreement between the Town and other parties, including other local governments, federal agencies, and local not-for-profit organizations. Also development of contract documents, including templates that can be utilized by staff when necessary. Due to the relatively small staff size at the Town, many tasks and projects are completed by contract or agreement with other agencies. For example, the Town is currently considering an agreement with the Mesa County Sheriff's Department for law enforcement services in lieu of providing those services by an in-house Marshal's department.
5. The Town has a significant water rights portfolio and has engaged a specialized water rights attorney to review the portfolio and assist with several projects related to the Town's water rights. While the current intent is to keep the water rights issues with current counsel, it may be necessary or advisable at some point to transfer that responsibility to the selected Town attorney.
6. The Town has engaged specialized counsel in telecommunications and broadband to assist as the Town's middle-mile broadband network is completed. Once the network is completed and operated by the Town's contracted partner, Region 10 LEAP, we expect this work to be minimal.

GENERAL TERMS AND CONDITIONS

1. The Town reserves the right to undertake its own investigation to evaluate a proposer/candidate. The Town shall have the sole discretion to accept or reject a proposal.

2. All proposals become the property of the Town upon receipt and will not be returned to the proposer/candidate. Selection or rejection of the proposal will not affect this right.
3. The Town operates under public disclosure laws, as part of normal procedures. Proprietary information must be identified and will be protected as far as possible.
4. Cost of developing the proposal, attendance at the remotely held oral interview or any other such costs are entirely the responsibility of the proposer/candidate and shall not be reimbursed in any manner by the Town. Finalists will be selected for interviews by the Town Board. Finalists are welcome to have one, some, or all members of their team attend the selection committee interview.
5. Failure to conform to proposal rules, including failure to respond to each item in the Proposal section of this RFP or to follow the proposal format requested in the RFP may lead to the rejection of a proposal. The submittals should contain all information necessary to evaluate the proposals.
6. The successful proposer/candidate shall not at any time permit any individual employed by the Town to benefit because of a financial interest in the candidate's firm, any affiliate of the successful candidate, or any subcontractor.
7. The final selection will be based on the written proposal, oral and written responses of client references and on the interview with the proposer/candidate. The Town will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Proposals (RFP). No oral interpretations will be made by the Town to any firm as to the requirements of this RFP.

The Town shall reserve the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required. The Town reserves the right to request additional information or clarifications from firms, and or to allow corrections of errors or omissions. Submission of proposals indicates acceptance by the firm of the conditions contained in this RFP.

The accuracy of the proposal is the sole responsibility of the proposer/candidate. No changes in the proposal shall be allowed after the submission deadline, except when the proposer/candidate can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the error and the price actually intended. Alternate proposals will not be considered. The Town reserves the right to accept or reject any and all proposals and to waive any informalities or irregularities in said proposals. The Request for Proposal does not bind the Town to accept a proposal when, in the Town's sole discretion, the Town determines not to do so. Additionally, the Town reserves the right to modify the schedule as necessary and will notify those participating in BIDNET. The Town of Collbran is an equal opportunity employer.

TERMINATION OF CONTRACT

The Town may, by written notice to the successful proposer/candidate, terminate the contract if the proposer/candidate has been found to have failed to perform in a manner satisfactory to the

Town's specifications, including delivery as specified. The date of termination shall be stated in the notice. The Town shall be the sole judge of non-performance. The Town may cancel the contract upon thirty (30) days' written notice for reasons other than cause. This may include the Town's inability to continue with the contract due to non-appropriation or reduction of funding.

TOWN OF COLLBRAN, COLORADO
RESOLUTION NO. 5
SERIES OF 2024

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF COLLBRAN,
COLORADO APPOINTING THE MUNICIPAL JUDGE, AND TOWN CLERK AND TOWN
TREASURER

WHEREAS, pursuant to C.R.S. § 31-4-304, the Board of Trustees may appoint those officers as it deems necessary for the good government of the corporation; and

WHEREAS, specifically in Title 3 Section 3.01.010 of the Collbran Municipal Code sets forth the standards for Town of Collbran administration and personnel; and

WHEREAS, the Board of Trustees desires to appoint Gregory Mueller, Esq. as Municipal Court Judge, and Melonie Matarozzo as Town Clerk/Treasurer.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF COLLBRAN, COLORADO AS FOLLOWS:

1. Gregory Mueller, Esq. is hereby appointed as the Municipal Court Judge of the Town Of Collbran.

2. _____ is hereby appointed as the Town Clerk of the Town of Collbran.

3. _____ is hereby appointed as the Town Treasurer of the Town of Collbran.

THIS RESOLUTION was read, passed, and adopted by the Collbran Board of Trustees at the Regular Meeting held this 4th day of June 2024

TOWN OF COLLBRAN, COLORADO

By _____
Mayor

ATTEST: _____
Town Clerk

Law Enforcement Working Group Meeting, 5/30/2024

Present: Trustee Tilda Evans, Administrator Melonie Matarazzo, Justin Wareham, Dave Arcady

Absent: Mayor Kendall Wilcox

We discussed the feasibility of hiring a new Town Marshal. Administrator Matarazzo contacted the two most qualified applicants. Both asked questions regarding the size of the department. Both declined to continue the application process after finding out that they would be the sole law enforcement until they were able to hire a new deputy. No other qualified applicants have applied since the beginning of the year. The cost to the Town to fund an adequate Marshal's Office including adequate staff and all required services could be double what the Town has budgeted currently. If we continue to try to hire a new Town Marshal, the process will take at least six months to complete the recruitment, background checks, POST certification (if required), interviews, and physical fitness, medical, and psychological exams. We will have to rely on the Mesa County Sheriff's Office for direction with this process.

The group then discussed the Mesa County Sheriff's Office (SO) proposal. The current proposal includes two full-time deputies providing coverage to the Town seven days a week. Additional coverage would come from other Remote Area Deputies (RAD). Services would include, but not be limited to general traffic enforcement, business checks, development and maintenance of crime prevention programs, town events, command services, investigation of criminal offenses, narcotics investigations, court appearances, VIN checks, administrative and records management services, and school resource officers. The full resources of the SO will be available to the Town. The proposed cost is about the same as what the Town has budgeted to have our own department.

Discussion included if we need two full-time deputies and how much of our criminal municipal code we would want them to enforce and what they would be willing to do. The Town Board needs decide what infractions should be written to the municipal court and what should be written to the district court. Most of the critical items are covered by county/state criminal codes. This should be discussed in a work session , and can be finalized after we enter into an agreement with the SO.

If the Town enters into an agreement with the SO, law enforcement visibility will be higher than if we had our own department.

The work group recommends that the Board direct the Town Administrator to continue negotiations with the Mesa County Sheriff's Office to finalize an agreement to provide law enforcement services to the Town of Collbran. We anticipate that an agreement can be reached in the very near future. We are working to schedule a visit with the Sheriff's Office and our Board.

Tilda Evans
Trustee



Town of Collbran Staff Report

May 2024

Town Manager/Clerk

Overview of Activities/Projects/Accomplishments

- The first meeting for the new School Waterline Committee is June 12th. We will provide the Board with updates from those meetings. The committee will include town and school staff, members of both Boards and engineering representatives from both engineering firms. The committee will continue to evaluate the potential of connecting the school to the Town's drinking water system, explore potential grants, and develop one or more Memorandums of Agreement or Memorandums of Understanding that can be considered by the full boards.
- Staff met with the Town of Palisade Administrator and Police Chief to discuss the potential for the Town to contract with Palisade for law enforcement.
- On May 30th, members of our Law Enforcement Committee met for the first time to discuss hiring protocols, staffing, liability issues and costs for a Collbran Marshal's office. The team also discussed the proposed agreement for contracted law enforcement services from the Mesa County Sheriff's Office.
- We suspended the work on the Comprehensive Plan and Three-Mile Plan update so that the new Board members could be involved. We would like to kick that process off again and would like to schedule a session with the consultants to discuss progress so far and the process going forward. Would July 16th work for the Board?
- Staff continues to work with the Town Planner and representatives from the possible Terrell Park Subdivision. We have been reviewing the Land Use Code helping to ensure the process is handled correctly. This process includes reviews by the Town Planner and Engineers, as well as the Town Attorney. There will be 2 Public Hearings as part of the process. Completion of the Water and Wastewater Capacity Study is important to this plan.
- On the Agenda tonight are several Street Closure Permits and a Modification of Premises regarding the Plateau Valley Heritage Days Celebration. This is the largest event for our community each year put on with the hard work of several volunteer entities and town staff members. We are including the Street Closure Permits for the Running of the Horses, the July 3rd Street Dance and the 4th of July Parade along with a

Modification of Premises by The Collbran Cafe for a beer garden during the evening of July 3rd street dance.

Meetings Attended

- Weekly: I70 Fiber Lateral Updates With CDOT, Region 10, and Mesa County and Garfield County Partners
- Bi-Weekly meeting to discuss Broadband CNL Progress
- Colorado River Wildfire Collaborative monthly meeting
- Opioid Settlement Governance Board
- Meeting at Mesa County Road and Bridge shop with County, School and Engineering staff regarding possible water storage tank for PV Schools waterline project.

MISC

- Thank you to all of our staff that worked the Memorial Day Celebration put on by the PV Cancer Fund and the American Legion.

Goals/Focus for Next Month

- Preparation and planning for Plateau Valley Heritage Days Celebration.
- Work with the MCSO regarding coverage

Capital Improvement Plan Update

- Broadband – NeuComm Solutions will be completing the renovation of the Carrier Neutral Location (CNL) building at Gandi Park which is the end point of the Collbran Middle-Mile broadband fiber project. The wireless tower has been ordered and will be installed as part of the Gandi work. The necessary electronics and routers have been purchased and are being configured for the network by Region 10 personnel. The most recent projection for lighting the fiber is end of July 2024.
- Auditorium – The asbestos abatement work is complete and reimbursement for the abatement costs has been submitted to the State of Colorado Department of Public Health and Environment. The work did take longer than originally anticipated by the abatement contractor. There are no extra charges in abatement costs due to the structure of the bid (capped at \$78,400), but the monitoring costs did increase slightly to cover the extra days of monitoring required. We will bring a contract change order to the board for the extra monitoring costs (estimated to be <\$3,000).
- Auditorium - Our construction team is working with potential subcontractors to develop a Guaranteed Maximum Price or GMP that will be presented to the Board for your consideration at an upcoming meeting. If you elect to accept the GMP, then work can begin. Once that has been approved by the Board, the construction team can begin work, with an estimated 6-month construction timeframe.
- Sewer line replacement in alley - Weather caused some delay in finishing the asphalt on the sewer replacement project. This project is now complete. The job did come in with a Change Order approved by Mayor Wilcox in the amount of \$4,000. Additional gravel and asphalt were required due to the age and current condition of the alley.

Finance Director

Overview of Activities/Projects/Accomplishments

- ❖ Ongoing accounting to include accounts payable, payroll, banking, and general ledger reconciliation.
- ❖ Continue to prepare the 12/31/23 financial statements for review by our independent certified public audit firm.
- ❖ Submitted request for \$20,000 in additional fire mitigation funding from the Bureau of Land Management for 2025 contract year.
- ❖ Submitted the 2025 renewal information for CIRSA

Trainings/Meetings Attended

- ❖ PV waterline/tank discussions, Palisade Police

MISC



Goals/Focus for Next Month

- ❖ Prepare annual Highway User Tax Fund Report
- ❖ Prepare and submit annual State Revolving Loan Fund (SRF) surveys for drinking and wastewater.
- ❖ Request grant extension for Broadband.
- ❖ Provide necessary information to Blair and Associates to complete the 12/31/23 audit.
- ❖ Continue to update budget spreadsheets for 2025 budget process

Public Works Manager

Overview of Activities/Projects/Accomplishments

- Picked up generator for Auditorium asbestos removal
- Finished cleaning out Auditorium-Projector parts and pieces that were cleaned
- Installed new door in Town Hall
- Built new nail drag for Gandi baseball infield
- Spray weeds at Fairgrounds, WTP, WWTP, and streets
- Bladed WWTP road
- Installed wireless connections between Tank #1, Pumphouse and WTP
- Started adding Restore into Sewer Lagoons
- Finished installing new sprinklers in Terrell Park
- Sprayed dandelions in Parks
- Hung hanging baskets on Main
- Located gas lines for Sewer line extension
- Finished Sewer line extension

- Hung new flags in town
- Helped with Memorial Day street closure
- Closed River Trail because of high water
- First Rodeo of the year- JR Rodeo
- Turn heat off in Library and cooling on for summer

Trainings/Meetings Attended

- Met with KLJ, Mayor, Melonie about sewer line extension
- Met with Filter Tech on Pump House programming
- Met with Mesa County for fire mitigation
- River City Consultants for subdivision
- Cirsa Online trainings

MISC

- FFA planted flowers

Goals/Focus for Next Month

-

Water/Sewer Contractor

Overview of Activities/Projects/Accomplishments

- Fill out and send in a monthly MOR report to CDPHE. (This is a lot more involved with the new MOR)
- Power issues at the sewer and water plants.
- Monthly Bac T samples to Mesa Health.
- Sewer samples to Persigo Lab.
- TOC, alkalinity, TTHM and HAA5 samples to Colorado Analytical Lab.
- Weekly PH and temp checks
- Clean and organize water plant.
- Work on remote radio.
- Quarterly calibrations on chlorine analyzers, and turbidimeters.
- Quarterly tank inspections.

Trainings/Meetings Attended

- Training Dawson
- Dawson went to meeting for adding water tank for school.
- With Filter Tec on tank up grade project.

MISC

-

Goals/Focus for Next Month

- Pump house up and running.