

# COLLBRAN BOARD OF TRUSTEES MEETING

Wednesday, May 21, 2008

SPECIAL MEETING

6:30 p.m. Collbran Town Hall

The special meeting of the Collbran Board of Trustees was called to order at 6:34 p.m. by Mayor Brad Osburn. The Pledge of Allegiance was recited.

**PRESENT ON ROLL CALL:** Yes - Trustees Roland Hall, Lee Lent, Rachel Maigatter, Ed Satterfield, Mayor Brad Osburn      Absent – Trustees Appelhanz, Wilcox

**OTHERS PRESENT:** Edith Ann Power, Manager/Clerk

## **CONSENT AGENDA**

None

## **CITIZEN COMMENT**

None

## **ITEMS ON THE AGENDA**

### ***APPROVE EMPLOYMENT LAW ATTORNEY SELECTION***

Trustee Maigatter contacted employment law attorneys in the Grand Junction area. She recommended Michael Santo. His rate is \$215 per hour and he is willing to work with a municipality. He will review job descriptions, personnel manual, and the exempt positions, as well as any current employment issues the Board may have. Brad reiterated that the personnel documents should be presented as a package – job descriptions, personnel manual, Municipal Ordinance. Trustee Satterfield suggested Mr. Santo attend an executive session with staff present for his report to the Board.

Trustee Lent moved to approve Michael Santo to be retained as employment law attorney to determine exempt status of employees and review newly created job descriptions, organizational chart, and personnel manual at a cost not to exceed \$5,000; seconded by Trustee Hall

**ROLL CALL:** Yes – Hall, Lent, Maigatter, Osburn, Satterfield

## **COMMENTS FROM MAYOR AND TRUSTEES**

The discussion concerning the employment law attorney and staff positions continued. The attorney will be asked to send an agreement to the Town. The Mayor or Manager will sign. The Mayor notified the Board that he had authorized Vic Sturm to serve as Public Works Supervisor from May 27 until the June Board meeting. Trustee Lent and Trustee Hall felt all positions should be advertised if they become available. Considerable discussion followed concerning Vic's interim salary and water/sewer licensing. The Mayor has authority to extend Vic's interim time period until the position is advertised and his interim salary. The clerk was directed to obtain an electronic copy of DeBeque's personnel manual. If special meetings are called on short notice, the clerk will call each Trustee. With regard to a letter from the Board of Park Managers, Trustee Satterfield noted the contingency which was included in the budget can be used for facility improvements. He further suggested free labor from Job Corps students.

**ADJOURNMENT**

Trustee Lent moved to adjourn the meeting at 7:26 p.m.; seconded by Trustee Maigatter

**ROLL CALL:** Yes – Hall, Lent, Maigatter, Osburn, Satterfield

Approved \_\_\_\_\_

Clerk \_\_\_\_\_