

TOWN OF COLLBRAN

SPECIAL MEETING

December 21, 2009

5:30 p.m.

Collbran Town Hall

AGENDA

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.

1. Special Meeting Call to Order, Pledge of Allegiance, Roll Call
2. Citizen Comments - (For issues NOT on the Agenda. Please limit comments to 3 minutes.)
3. Powderhorn Agreement for Police Service
4. Staffing Needs
5. Administrator's Report
6. Mayor and Trustee Comments
7. Adjournment

COLLBRAN BOARD OF TRUSTEES MEETING

Monday December 21, 2009

SPECIAL MEETING
5:30 p.m. Collbran Town Hall

The special meeting of the Collbran Board of Trustees was called to order at 5:32 p.m. by Mayor Roland Hall. The Pledge of Allegiance was recited.

PRESENT ON ROLL CALL: Yes – Trustees Lee Lent, Rachel Maigatter, Ed Satterfield, Teri Appelhanz, Mayor Roland Hall. Trustee Kendall Wilcox arrived at 6:30

OTHERS PRESENT: Lance Stewart, Administrator; Emily Currier

CITIZEN COMMENTS

None

ITEMS ON THE AGENDA

APPROVE MINUTES

None presented.

APPROVE EXPENDITURES

None presented

POWDERHORN AGREEMENT FOR LAW ENFORCEMENT SERVICES

Mr. Stewart submitted an Agreement for Services for the consideration of the Board. After discussion the Board authorized Mr. Stewart to proceed with negotiations with Powderhorn.

Trustee Lent moved to approve Mr. Stewart to negotiate an Agreement between Powderhorn and the Town of Collbran; seconded by Trustee Maigatter.

**ROLL CALL: Yes – Hall, Lent, Maigatter, Satterfield, Wilcox, Appelhanz
Motion Passed.**

STAFFING NEEDS

Mr. Stewart discussed with the Board the possible need to utilize Keith Encke through the 26th to conduct PW tasks including snowplowing. The request was submitted to the Board that the Administrator be allowed to authorize payment of three vacation days in excess of that allowed to Mr. Encke in the event his services were needed.

Trustee Maigatter moved to approve the request; seconded by Trustee Lent.

**ROLL CALL: Yes – Hall, Lent, Maigatter, Satterfield, Wilcox, Appelhanz
Motion Passed.**

Mr. Stewart discussed the possibility that a contractor may be needed to assist with snow removal throughout the season. After consideration the Board agreed to authorize the Administrator to proceed with obtaining estimates for snow removal.

Trustee Maigatter moved to authorize the Administrator to obtain estimates for snow removal activities from local contractors; seconded by Trustee Satterfield.

**ROLL CALL: Yes – Hall, lent, Maigatter, Satterfield, Wilcox, Appelhanz
Motion Passed.**

Mr. Stewart informed the Board of the need to advertize for the position of Town Clerk. He suggested that an ad for an experienced clerk be placed in the Sentinel and Plateau Valley Times. He told the Board that ads had been placed on appropriate web sites to run through the middle of January. When questioned about the PW positions, Mr. Stewart answered that he felt it best to wait to see if either of the existing employees might change their minds. He stated that he felt it would be in the best interest of the community if one of them would agree to stay on full time.

Trustee Maigatter moved to place the ad for the Clerk position; seconded by Trustee Satterfield.

**ROLL CALL: Yes – Hall, Lent, Maigatter, Satterfield, Wilcox, Appelhanz
Motion Passed.**

REQUEST TO USE AUDITORIUM

Administrator Stewart introduced Bo with the Parks Board who requested that fees be waived for the use of the auditorium on New Year's Eve since the Town holds their funds.

Trustee Maigatter moved to approve the use without paying fees; seconded by Trustee Lent.

**ROLL CALL: Yes – Hall, Lent, Maigatter, Satterfield, Wilcox, Appelhanz
Motion Passed.**

REQUEST TO SET UP RADIO BASE STATION

Marshal Appelhanz discussed with the Board the advantages of establishing a radio base station at the Town Hall to enhance communication capabilities for emergency and Town needs. After considerable discussion pertaining to budget constraints the consensus was to install a base unit.

Trustee Wilcox moved to authorize the Marshal to set up the base unit at a cost not to exceed \$300; seconded by Trustee Lent.

**ROLL CALL: Yes – Hall, Maigatter, Satterfield, Wilcox, Lent, Appelhanz
Motion Passed.**

STAFF REPORTS: *ADMINISTRATOR*

Administrator Stewart did not have a report for the Board

MAYOR/TRUSTEE COMMENTS

Mayor Hall read his written report.

ADJOURNMENT

Trustee Lent moved to adjourn the meeting at 7:25 p.m.; seconded by Trustee Wilcox.

**ROLL CALL: Yes – Hall, Lent, Maigatter, Satterfield, Wilcox, Appelhanz
Motion Passed.**

Approved – Mayor Hall

Administrator – Lance Stewart