

**Teller County Board of Review  
November 5, 2025  
Meeting Minutes**

I. **Convene.** The meeting was called to order at 2:00 p.m.

II. **Roll Call.** Those present were:

Jeff Smith  
Carl Andersen  
Bert West

Staff: Janine Snyder, Building Official  
Dan Swallow, Community Development Director  
Lisa Hoekman, Board of Review Secretary  
Kate Doran, Board of Review Secretary  
Paul Hurcomb, County Attorney

III. **Review and Approve minutes from the September 3, 2025, meeting and the October 1, 2025, meeting.**

Bert West moved to approve the minutes from the September 3, 2025, meeting and the October 1, 2025, meeting. Jeff Smith seconded.

Roll call vote:  
Jeff Smith – Yes  
Carl Andersen – Yes  
Bert West – Yes  
The motion carried.

IV. **General Class Contractor License Applications**

A. **Commercial Restoration Company, LLC, Tyler Katrana, Class A**

Bert West informed the Board that Commercial Restoration Company had requested to be placed on the agenda for the next Board of Review meeting on December 3, 2025. Bert West agreed to reschedule this agenda item for the December 3, 2025, meeting.

B. **Reconsideration - B & B Builders, Bryan Labuda, Class C**

Bryan Labuda reappeared in front of the Board. Bryan provided copies of his Class C licensure with Jefferson County and Summit County in his contractor packet that was requested from the board at the previous October 1, 2025, meeting. Bryan stated that he has maintained his Class C license for three years in Summit County and five years in Jefferson County.

Public comment: None

Board Discussion: None

Jeff Smith made a motion to grant B & B Builders, Brian Labuda, as a new examinee, a Class C license. Carl Andersen seconded.

Roll call vote:

Jeff Smith - Yes

Carl Andersen – Yes

Bert West – Yes

The motion carried.

## **V. Board Discussion**

Janine Synder requested clarification from the Board on what is acceptable for contractors to submit for letters of good standing from a major supplier. Recent contractors have been unable to turn in these letters because they have their clients buy the materials. Bert West clarified that the Board wants to see letters of good standing from a major supplier and that if the contractor is unable to provide them, a Class D framing license would be more appropriate for their line of work.

## **VI. Adjournment:** Mr. West adjourned the meeting at 2:15 p.m.

Minutes reviewed and approved by the Board of Review on January 7, 2026.

*Kate Doran*

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Board Secretary