

**TOWN OF MOFFAT
TOWN HALL
BOARD OF TRUSTEES
401 LINCOLN AVE.
MOFFAT, COLORADO**



TOWN OF MOFFAT | EST. 1911

BOARD OF TRUSTEES SPECIAL MEETING

November 21, 2023 - 7:00pm

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

Mr. Lopez
Mrs. Lopez
Mr. Kunkler
Mr. Skoglund
Mr. Berger
Mr. Studinski
Mr. Horsley
Mr. Litrenta

4. APPROVAL OF AGENDA

- a. Approval of Agenda

Mr. Lopez asks to amend agenda to change new business (a) to include "Clerk/Treasurer Contract." Mrs. Lopez makes a motion to approve the agenda with this amendment. Mr. Berger seconds. All aye.

- b. Pay Bills

Mr. Litrenta confirms checks will clear via Mr. Studinski and Mr. Skoglund's ability to sign. Mr. Berger will take documents of new signers to bank on 11.22.2023. Mr. Lopez reads bills aloud to public. Mr. Lopez requests that Mr. Sarmiento begin working on grow dome next pay period. Town requests Orkin go on next agenda. Mr. Skoglund makes a motion to approve paying the bills. Mr. Berger seconds. All aye.

5. PUBLIC COMMENT

Public comment is intended for members of the public wishing to address the Board of Trustees about matters that are not listed for discussion on the agenda. All speakers must stay on topic and are encouraged to state their point as briefly and clearly as possible. Each speaker is limited to a maximum of three (3) minutes. Comments will be taken under advisement by the Board, but no decisions will be made. Board and staff are here to listen during this segment of the meeting. At its discretion, the Board may elect to place a matter raised under public comment on a future agenda for further discussion and possible

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action. Personal attacks, whether directed at members of Town Board, Town staff or fellow citizens must be avoided.

No Public Comment.

6. **REPORTS**

a. Clerks Report

Mr. Litrenta provides update on the state of the office. States that it was worse than he expected. He states that every drawer and open space has papers in an unorganized manner. He will need to go through all of these papers to get organized. He also states that there were 1,773 unopened emails when he got in the office, and that he is going through the emails to clean up and respond as needed. He also provides a picture of the desktop of the computer, as well as other items discussed above to demonstrate the state of the office.

Mr. Litrenta lets the board know that he has completed Mrs. Mcgee's CORA request and let her know that it is ready for pick it up. She said she will be in on 11/22/23 to pick it up.

Mr. Litrenta asks about what to do with and how to get rid of personal items left in the office by former employees. Mr. Lopez said he would handle this and the clerk was advised to stick more to paperwork and administrative updates.

Mr. Litrenta lets the board know he does not have access to GWorks and will be looking to set up a training session in the coming weeks.

Mr. Litrenta briefly introduces the water update and lets the board know that the town needs to approve the municipal water agreement service application. They also need to approve pricing and payment collection SOPs of water hookup and usage for the two households connected to well # 5.

Mr. Litrenta lets the board know that some office items need to be ordered, such as a new keyboard for the desktop, new mouse for the laptop, printer ink, as well as other office supplies as needed. Mr. Litrenta projected that this might be around \$500 a month, but that there are items needed ASAP. Mr. Litrenta was advised to purchase these items on the town debit card and then report those expenses to the board monthly. It was also discussed that no major purchases would be made without prior board approval.

Mr. Litrenta let the board know that the internet bill was not paid since September and the internet is scheduled to be cut off on 11.27.2023. He was advised to call Ciello and see if the check mailed out on 11.22.2023 would make it in time. Mr. Litrenta mentions worst case scenario is we lose internet for a day. However, if the check would not make it in time, we may need to decide a new way to pay this invoice on time. However, it was mentioned by Mr. Litrenta that if we use the debit card, we may be using inappropriate funds for this bill.

Mr. Litrenta says he now has the keys to the mailbox and the debit card.

Mr. Litrenta says Mrs. McGee's final check will be taken care of in the morning.

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Mr. Litrenta provides the board with a hasty financial update, showing what we have in all of our accounts. Copies of these printouts from the bank website can be found in the meeting packet.

b. Mayors Report

All of the mayor's report is on agenda items. Mr. Lopez mentions he spent time communicating with the attorney and getting him caught up.

c. Trustee Report

None

d. Public Safety Report

Mr. Horsley lets the board know that he has been going over the guidelines for starting a police department. He discusses the process of deciding whether this is right for the town to include funding, need, community engagement, resources, planning (can take a year), negative impacts of services around us, ability to retain officers/employees, etc. He mentions, answering these questions will enable the board to make an informed decision about the establishment of a police force. Also, it is recommended that we gain insight from retired officers or attorneys, and that community support is key. Currently the town is trending towards a neighborhood watch type set up for the time being. Mr. Berger says the county sheriff has recently added many new hires and we may want to lean in to that resource in the future. Mrs. Meyers asks about cameras; Mr. Horsley says they are ordered and they are just waiting for SD cards.

7. TOWN EVENTS

8. INTRODUCTIONS

a. Attorney Introductions

Mr. Lopez says he has been in contact with the attorney. The new attorney has agreed to become the new LLA. Mr. Lopez created job description for the new LLA/Attorney and wanted to present that to the board. The description goes over KPI's and importance of LLA. Mr. Litrenta asks when the LLA may be available; Mr. Lopez will look in to that. Mr. Lopez also asked the new attorney to review a proposed ordinance about MJ excise taxes. Lastly, Mr. Lopez sent over interim clerk/treasurer contract for review.

9. OLD BUSINESS

a. Ann Bunting - Water Report

Mrs. Bunting provides the board with the water report and that report is included in the meeting packet in its entirety. Mr. Berger mentions that he believes more due diligence about the wells, specifically Well #5 and Potch LLC, should be done, to better understand the agreement and to not put the town in a bad position. Mrs. Bunting discusses with the board the potential Water Distribution

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Application. Mrs. Bunting will take the proposed documents and combine them to make a more fluid form/application.

Mrs. Bunting says that she has been hired and titled as a water system operator for Moffat but the town loosely has a water system, and more of her work with the town focuses on water consulting. Thus, she asks if it would be appropriate to change her title and contract to more of a water consultant position instead of water system operator. Mr. Kunkel makes a motion to amend Anns water contract to focus on consulting. Mr. Skoglund seconds. All aye.

b. Budget

Mr. Lopez asks the clerk to take a look at the budget and provide guidance to the board on budget execution. Mr. Litrenta admits municipal budgeting is not his strong suit and says that he is concerned about not having proper data to have a fully reliable budget, but that he will take a look at the current budget and try to identify any known or unknowns, and how best to proceed with completing and submitting a reliable budget. Mr. Litrenta says he will contact DOLA to better understand budget timelines and needs.

c. Town ID's

Mr. Lopez would like to ask the clerk to create IDs for the town clerk, town safety manger, town compliance officer, and town attorney. Mr. Berger makes a motion to approve Mr. Litrenta's ability to create town IDs. Mrs. Lopez seconds. All aye.

10. NEW BUSINESS

a. Clerk/Town Manager Contract

Mr. Litrenta recommends changing the contract, removing any possible association with him having any part in licensing or specifically cannabis licensing or permits. The town agrees and the new contract will be sent to the attorney for review.

Mrs. Meyers says there may be an opportunity to meet with a DOLA representative to have a strategic training session. The board is interested in that idea and will look in to it.

Mrs. Meyers also asks when the next planning commission meeting will take place? The mayor communicates to Mrs. Meyers that the planning commission plans on waiting until early 2024 to resume meetings. Mrs. Meyers also suggests it might be a good idea to have community get-togethers every month to share ideas.

11. EXECUTIVE SESSION (IF NECESSARY)

12. ADJOURN

Next meeting items to include will be Orkin pest control discussion, banking update to include debit cards, and excise tax challenges.

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Before the next meeting Mr. Litrenta will call the banks and get account and debit card confirmation, call DOLA and get guidance on budget and budget timelines, call QuickBooks to discuss the option of moving back to QuickBooks, call GWorks for training and ability to move data in to QuickBooks, and call Ciello to make sure payment arrives on time.

Mr. Berger makes a motion to adjourn. Mrs. Lopez seconds. All approve.

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