

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



**TOWN OF MOFFAT | EST. 1911**

**BOARD OF TRUSTEES MEETING**

**January 16, 2024 - 6:00pm**

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

Mr. Lopez  
Mr. Skoglund  
Mr. Berger (Remote)  
Mr. Studinski  
Mr. Kunkler  
Mrs. Lopez (Remote)  
Mr. Litrenta  
Mr. Horsley

- 4. APPROVAL OF AGENDA**
  - a. Approval of Agenda

Mr. Lopez requests that item 7c be tabled as the contact is still be reviewed. Mr. Lopez asks that an item titled "Water Line Service to 546 Garfield Ave" be added to the agenda under new business. Mr. Studinski makes a motion to approve the amendments and the agenda. Mr. Skoglund seconds. All aye.

- b. Approval of Minutes

Mr. Skoglund makes a motion to approve the meeting minutes. Mr. Kunkler seconds. Mr. Studinski votes present. All other aye.

- 5. PUBLIC COMMENT**

Public comment provides a time for community members to present their views to the Board of Trustees. This segment is the only opportunity for the public to comment on any agenda item or other subjects of concern. Everyone is asked to express their viewpoints within a three-minute time allotment to allow all voices to be heard. The Board will consider all public input as we plan for future discussions but will not engage in immediate dialogue or make any decisions on these matters during this segment. Comments that are raised during this time may be considered for inclusion on the agenda of a future meeting. Civility is expected throughout the comment, and personal attacks are not tolerated.

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Mr. Studinski states that he was appointed as a trustee when very little was known about him and reads a prewritten statement in which he explains some of his short comings so as to be transparent to the board and members of the town.

Mrs. Justice would like to discuss the water situation at 546 Garfield Ave. She asks if POTCH LLC installed a meter pit to that residence. Mr. Skoglund confirms he did and that the town paid for it. Mrs. Justice says that she is concerned about this issue, and wants to acknowledge that she has been communicating with the residents and is willing to help in any way.

Mr. Biggio wants to follow up on the same topic of Mrs. Justice. He says his hope was that the excise tax revenue from cannabis could be utilized to help with the town infrastructure, specifically water. He says that this situation is different and that the citizens on that well did not know how much that fee would be. Going forward people will have an idea of cost but this situation is the first and, he thinks the best use of excise tax revenue would be to help these properties get hooked up to water.

Mrs. Lusk says that she sent a letter to the town and she gives the mayor permission to read it. She says that she does not have the money to pay the tap fee even if it is broken in to four payments. The mayor decides to read the letter during the agenda item.

Mr. Berger asks if the water to 546 Garfield is on the agenda and if so conversation about that topic should be reserved for when the town addresses that agenda item

Mr. Lopez tells Mrs. Justice that she is unable to speak again during public comment as she already spoke.

## **6. REPORTS**

### **a. Clerks Report**

The clerk lets the board know that he spoke with Mr. DeSouchet to talk about the town's needs. He explained that we need taxes done and also help with payroll taxes. Mr. Desouchet said that the town doesn't file yearly income taxes like a normal company. Instead, if the town had over \$750K in income or expense, we would need to get an audit from a third-party auditing company. Mr. Desouchet said that we should contact Crestone as they have recently undergone audit and they might know of a company for us to use. So far as payroll taxes, he said his company does not have the capacity to do those, which unfortunately is a big part of what needs to be done. The clerk has discussed with Mr. Studinski that he might be able to do them, and the clerk also said that he will call around to other municipalities to get information on their payroll providers. To that point, Mr. Studinski has started working on W2's which from what we can see is only one person. Mr. Desouchet said that he will hold off on doing anything more and refund our retainer minus the time he spent with the clerk, but that he can do our 1099's if needed. We will just need to let him know.

Last month 24 out of 61 companies filed their taxes on FIGGRO, and everyone who filed a paper tax form was told by the clerk that they need to use the FIGGRO platform, and all were content to make  
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that transition. Most folks only need 5-10min of training, if any, and most issues they run into are related to information in the system being incorrect or not updated, which is an easy fix on the towns end. Most filings are 0's however, this is great progress as it shows people are using the system, and it is much easier for the clerk to keep track of filings and payments. There were some layout requests the clerk had that he communicated to Gerry and he will be making those changes. But all in all, the platform is moving along and looking great. The clerk will continue to make information changes as needed and then audit companies' info as time permits.

The clerk let the board know that he finally got to work with SIPA and the Agenda and Minutes section is back on the website. Unfortunately, all of the old minutes and agendas will need to be readded, but we at least have all the new minutes and agendas on the site. The clerk will go back and add old minutes and agendas as time permits and as is needed. He also made some changes to personnel information on the page. There are some sections that could be cleaned up a bit and he will work on that as time permits.

Mr. Litrenta lets the board know that the water proposals did not come in today. He was told they were at the post office at 1:19pm but the post office closes at 1pm. He went and checked at 5:15pm but they still were not there. He will check tomorrow and then have board members come in and pick them up tomorrow.

Mr. Litrenta reminds the board of next Tuesdays schedule which is a working group session with GMS at 4pm, Public Hearing at 6pm, and regular meeting at 7pm.

b. Mayors Report

Mr. Lopez says that he revised several resolutions and has done some research regarding roles and responsibilities for town personnel and meeting protocols.

c. Trustee Report

None

d. Public Safety Report

None

**7. OLD BUSINESS**

a. Water Update / Confirmation of receipt of potential town water options

The water report did not arrive in time. Mrs. Bunting says when she saw the water proposal it was very much a proposal and that it is very long and will take time to read. She also says that she does not have the water budget done yet and hopes it is not holding us up.

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b. Budget / Financial Update

Mr. Studinski says himself and the clerk are making good progress on QuickBooks. They are working on income at the moment and will next work on expenses. Specifically refining categorization. No work has been done on the budget as we need to keep working on categorization to better create a budget. Mr. Studinski is still also working on refining the budget reports, specifically refining categorization and proper line items, and sees the report as being a work in progress that he and the clerk will need to continue to refine based on input from the board. Mr. Studinski will also work on 1099's and get help with payroll taxes at the board's discretion. Mr. Skoglund makes a motion to allow the town to spend up to \$2,000 to start getting help filing payroll taxes and help accounting. Mrs. Lopez Seconds. Mr. Studinski recuse. All aye.

c. Interim Clerk Contract

Tabled

d. Code of Conduct Resolution

Mr. Lopez reads Resolution 2024-02. Mr. Studinski makes a motion to approve Resolution 2024-02. Mr. Berger seconds. All aye.

e. Official Status Resolution Approval

Mr. Lopez reads Resolution 2024-03. Mr. Skoglund makes a motion to approve Resolution 2024-03. Mr. Studinski seconds. All aye. Edits will be made to fix typos and reflect that Valley Courier or Saguache Crescent will be the towns official newspaper.

f. Hearing Procedure Resolution

Mr. Lopez reads Resolution 2024-04. Mr. Studinski makes a motion to approve Resolution 2024-04. Mr. Skoglund seconds. All aye.

g. Designation of Mayor Pro Tem

Mr. Studinski agrees to volunteer to be the Mayor Pro Tem. Mr. Berger makes a motion to appoint Mr. Studinski as Mayor Pro Tem. Mrs. Lopez seconds. All aye.

8. **NEW BUSINESS**

a. Trustee Compensation for time spent working with town

Mr. Lopez will look in to requirements for bringing on a bookkeeper or allowing Mr. Studinski to get a paid position or paid for all the time he has committed to the town. Mr. Studinski will provide the mayor with a proposal of tasks he would complete and desired compensation.

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b. Water Line Service to 546 Garfield Ave

The board discusses the issue of a lack of water at 546 Garfield Ave. and how the town can address this lack of a water connection. The mayor invites the board to comment on how the issue can be resolved and how the board can work with citizens to make water connections affordable. The board will work on improving the application with the attorney. The board will also look in to a low-income payment plan and also look in to utilizing excise funds to offset this cost. These will be added to a future agenda. Mr. Lopez will also speak personally with Mrs. Lusk to discuss her concerns including a possible payment plan that works for them.

9. **EXECUTIVE SESSION**

Mr. Lopez reads executive session briefing. Mr. Studinski makes a motion to enter executive session for a personnel matter. Mr. Skoglund seconds. All aye.

The board enters executive session.

Mrs. Lopez makes a motion to end executive session. Mr. Berger seconds. All aye

10. **ACTION ITEMS FOR NEXT MEETING**

Mr. Litrenta:

- Call neighboring communities to inquire about a municipal payroll accounting firm
- Get the board the water proposal packet

Mr. Studinski:

- Reach out to his accountant about her interest in helping the town with payroll taxes and accounting.

Mr. Lopez

- Will look in to requirements for bringing on a bookkeeper or allowing Mr. Studinski to get a paid position or paid for all the time he has committed to the town.
- Work with attorney to approve payment schedule/plan application
- Look in to employing a low-income payment plan and utilizing excise taxes to offset water hook up costs

Board

- Review water proposal

11. **TOPIC FOR NEXT MEETING**

Mr. Studinski and Mr. Litrenta provide an update on search for a payroll tax accountant

12. **ADJOURN**

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Mr. Skoglund makes a motion to adjourn. Mr. Studinski seconds. All aye.

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