

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



**TOWN OF MOFFAT | EST. 1911**

**BOARD OF TRUSTEES SPECIAL MEETING**

**JANUARY 21<sup>th</sup>, 2025 – 6:00pm**

**1. CALL TO ORDER**

Trustee Studinski calls the meeting to order at 6:03pm

**2. ROLL CALL**

Trustee Studinski announces there is a quorum

Trustee 1 - Myers  
Trustee 2 – Pietras  
Trustee 3 - Kelbert  
Trustee 4 – Jung  
Trustee 5 - Studinski  
Trustee 6 - Catts

Staff

Mr. Horsley  
Mr. Litrenta

**3. APPROVAL OF AGENDA**

a. Approval of Agenda

Mr. Studinski requests to have Item n. to follow item i. Myers makes a motion to approve the agenda. Second by Mr. Catts. Motion passes 5-0.

b. Approval of Minutes

Mr. Catts makes a motion to approve the agenda. Ms. Jung seconds. Motion passes 5-0.

**4. PUBLIC COMMENT**

Public comment provides a time for community members to present their views to the Board of Trustees. If you wish to speak, raise your hand and wait to be acknowledged. Everyone is asked to express their viewpoints within a three-minute time allotment to allow all voices to be heard. The Board may consider all public input as we plan for future discussions. Any decisions must be agenda items for a future publicly announced meeting. Civility is expected throughout the comment, and personal attacks are not tolerated.

Town of Moffat is inviting you to a scheduled Zoom meeting.

Topic: Town of Moffat's Special Meeting  
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us02web.zoom.us/j/86422578056?pwd=c3RVdWFLZEJDN2ZjdmxjTVlpeWVjdz09>

Meeting ID: 864 2257 8056

Passcode: 592122

**5. REPORTS**

a. Clerks Report

Mr. Litrenta explains that the missing transaction for the meter reader last week was due to a limit on our debit card. It has been fixed and the charge posted.

b. Trustee Report

Ms. Myers would like the town to look into a CPA.

c. Mayors Report

Mr. Studinski seconds Ms. Myers that the town should hire a CPA.

d. Water Report

Mr. Horsley met with Mr. Yeater

**6. OLD BUSINESS**

**7. NEW BUSINESS**

a. Discussion and consider taking action for a road survey on 4th St.

Mr. Catts discusses the Road Survey in two forms. Formal and non-formal, costing between 1400\$-2200\$  
The North fence needs to be moved.

Mr. Catts Moves to table New Business Item a. Seconded by Ms. Pietras. Motion passes 5-0

b. Discussion and consider taking action on road improvements on Garfield

Mr. Catts discusses improvements, stating that the Town could put a strip of gravel down the center of the road, such that it would stay.

Ms. Myers makes a motion to table New Business Item b. Seconded by Ms. Pietras. Motion passes 5-0.

c. Discussion and consider taking action on next steps for appointing a mayor

Mr. Litrenta explains to the board the timeline and documents for the mayor open/posting. He explains that the attorney has not yet reviewed but with the board permission he will post once the attorney has reviewed.

Mr. Studinski states that there is an individual interested in being a trustee on the Board.

d. Discussion and consider taking action on scheduling board training with CML

Mr. Studinski states that this is ongoing.

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Mr. Litrenta states that there is CML training in Breckenridge on the 24th-27th of June.

Mr. Studinski states that the Town should keep the calendar clear during the week of June 24<sup>th</sup>-27<sup>th</sup> for CML training such that trustees are available to attend training.

- e. Discussion and consider taking action on applying late fees to companies that upload partial or incorrect state excise tax forms

Mr. Litrenta discusses with the board excise tax fees to include how to handle fees in relation filings that are submitted on time and compliant other than submitting the wrong or partial state document.

Ms. Myers makes a motion to table this item.

Ms. Myers withdraws this motion.

Ms. Myers makes motion to apply late fees to incomplete and incorrect filings. Seconded by Mr. Catts. Mr. Catts. Ms. Myers vote yay. Ms. Pietras, Ms. Kelbert, Ms. Jung vote nay. Motion fails 2-3.

Ms. Myers makes a motion to take a Break in 1926, seconded by Mr. Catts. Motion passes 5-0

Mr. Catts makes Motion to reconvene at 1936 seconded by Ms. Jung. Motion passes 5-0.

Mr. Catts moves that the Town collects late fees going forward, and the people who have late fees right now, be able to come in, be trained, and forgiven their old late fees, seconded by Ms. Pietras.

Mr. Catts edits the previous motion to add the words under the owner's "initiative."

Mr. Catts withdrawals motion.

Ms. Pietras makes a motion to not apply the late fee for the state excise tax, seconded by Ms. Kelbert. Ms. Myers vote nay. Mr. Catts, Ms. Pietras, Ms. Kelbert, Ms. Jung vote yay. Motion passes 4-1.

Mr. Litrenta clarifies that he will not apply late fees to submissions that are on time and complete other than having the correct state filing. Late fees will only be applied to filings and payments that are late.

- f. Discuss and consider taking action on codification software

Ms. Pietras makes a motion to continue with CIVIC PLUS and the additional services, Code Bank, Ordinance Bank, Code bank Compare, and Muni-docs seconded by Jason. Motion passes 5-0.

- g. Discuss and consider taking action on Oversized / Overweight truck ordinance. First reading.

Mr. Studinski read ordinance 2025-1 and the board decided to discuss this in the future at a meeting.

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- h. Discuss and consider taking action on Bounced Check Fee ordinance. First reading.

Mr. Studinski read ordinance 2025-??

Ms. Myers makes motion to table the rest of the agenda seconded by Ms. Jung. Motion passes 5-0.

- i. Discuss and consider taking action on Mayor Compensation Ordinance. First reading.
- j. Discuss and consider taking action on Trustee Compensation Ordinance
- k. Discuss and consider taking action on Roads Committee Resolution.
- l. Discussion on utilizing higher bearing interest account for town funds
- m. Discuss and consider taking action on Grants Committee Resolution.
- n. Discuss and consider taking action on Social Committee Resolution.
- o. Discuss and consider taking action on Trustee Compensation Ordinance
- p. Mayor Studinski progress report on Special Events Ordinance to be completed in February.
- q. Mayor Studinski to enquire about dates for Sacred Lost Valley Park festivals in 2025.
- r. Discuss and consider taking action on hiring a municipal judge. Form a committee to pursue a candidate.
- s. Discuss and consider taking action to establish an Intergovernmental Agreement with Saguache for Sheriff engagement. Form a committee to accomplish this.
- t. Initiate and negotiate an agreement with SLV Rec to provide electricity for Area 420. Assign trustee to handle this.
- u. Trustee Myers update on Town Hall acoustics and sound system.
- v. Discussion and consider taking action on payment plan for Occupational Tax

#### **8. ACTION ITEMS FOR FUTURE MEETINGS**

The mayor needs to keep the schedule clear through June 24-27 for Town Training.

Ms. Pietras & Ms. Kelbert to contact Dollar General about Paving entrance.

Mr. Studinski to purchase white board

Mr. Horsley to make edits to Ord 2025-1 and 2

#### **9. TOPIC FOR FUTURE MEETINGS**

Discussion and consider taking action on reimbursing Mr. Studinski for Audio

Discuss and consider taking action on hiring a CPA to do taxes for the Town.

Tabled A and B, and then tabled I-U.

#### **10. ADJOURN**

Ms. Myers makes motion to adjourn seconded by Mr. Catts. Motion passes 5-0.

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