

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



**BOARD OF TRUSTEES REGULAR MEETING**

**November 12<sup>th</sup>, 2024 – 6:00pm**

**1. CALL TO ORDER**

Mayor Studinski calls the meeting to order at 6:00pm

**2. ROLL CALL**

Mayor Studinski announces there is a quorum

Trustee 1 - Myers (Remote)  
Trustee 2 – Pietras (Joins after Oath)  
Trustee 3 - Kelbert  
Trustee 4 - Jung  
Trustee 6 - Catts

Staff  
Mr. Horsley  
Mr. Litrenta

**3. APPROVAL OF AGENDA**

a. Approval of Agenda

Mr. Catts makes a motion to approve the agenda. Ms. Kelbert seconds. Motion passes 4-0.

b. Approval of Minutes

Mr. Studinski makes requests for edits on typos in the minutes. Mr. Catts makes a motion to approve the minutes. Ms. Kelbert seconds. Motion passes 4-0.

c. Approval of Payment of Bills

Mr. Studinski reads the bills publicly and the board discusses as needed. Mr. Catts makes a motion to pay the bills. Ms. Jung seconds. Motion passes 4-0.

**4. REPORTS**

a. Clerks Report

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

No clerks report.

b. Mayors Report

Mr. Studinski says a sheriff's deputy will be joining us for the next meeting.

Mr. Studinski provides a FIGGRO update and informs the board that FIGGRO was not up to date with the new fees for October.

c. Trustee Report

Mr. Catts provides an update on roads including what is needed to fix certain roads in town. Mr. Catts will follow up on what the estimated costs would be to improve 4<sup>th</sup> St.

d. Water Report

No water report.

e. Financial Report

Mr. Litrenta provides the financial report and the board discusses as needed.

**5. 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.

No public comment given.

**6. OLD BUSINESS**

a. Swearing in of Trustee Pietras

Mr. Litrenta swears in Ms. Pietras. Ms. Pietras takes her seat as a board member.

b. Discuss, conduct a public hearing and reading, and consider taking action on Ordinance 2024-03 – Cannabis Framework Ordinance

The board discusses ordinance 2024-03. To include the edits made in accordance with the Town of Moffat mail ballot election results.

c. Discussion and consider taking action on Resolution 2024-26 – A Resolution Authorizing and Approving Policy and Procedures for Staff Responding to Colorado Open Records Act Requests

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Mr. Studinski reads Resolution 2024-26. Mr. Catts makes a motion to pass resolution 2024-26. Ms. Jung seconds. Motion passes 5-0.

**7. NEW BUSINESS**

a. Discussion of 2025 Draft Budget

The board discusses the draft budget.

Ms. Kelbert makes a motion to take a break. Ms. Jung seconds. Motion passes 5-0.

The board breaks at 7:30pm

Mr. Catts makes a motion to reconvene. Ms. Kelbert seconds. Motion passes 5-0.

The board reconvenes at 7:41pm

The board continues to discuss the draft budget.

Mr. Litrenta and Mr. Studinski will make requested edits to the draft.

b. Discuss, conduct a public hearing and reading, and consider taking action on Ordinance 2024-06 – Publish Ordinance by Title Only

Mr. Studinski reads Ordinance 2024-06. Mr. Catts makes a motion to approve Ordinance 2024-06 with the correction. Ms. Kelbert seconds. Motion passes 5-0.

c. Discuss, conduct a public hearing and reading, and consider taking action on Ordinance 2024-08 –Replacing the Excise Tax with the Business License Tax

Mr. Studinski reads Ordinance 2024-08. Mr. Catts makes a motion to approve Ordinance 2024-08. Ms. Kelbert seconds. Motion passes 5-0.

d. Discussion and consider taking action on Kurt Yeater water operator resume

The board discusses Kurt Yeater's water resume. Mr. Studinski explains that he hired Kurt Yeater as a water operator.

e. Discussion and consider taking action on time off and office closure over holidays.

The board discusses time off and office closure over the holidays to include no meeting on Thanksgiving week, and the office will be closed through December 23<sup>rd</sup>-30<sup>th</sup>. Ms. Kelber makes a motion to close the office from December 23<sup>rd</sup> through December 30<sup>th</sup> and Mr. Horsley will man the office on December 31<sup>st</sup>, January 1<sup>st</sup> and 2<sup>nd</sup>. Ms. Myers seconds. Motion passes 5-0.

f. Discussion and consider taking action on collection of excise fines for October 2024

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Ms. Kelbert makes a motion that the October penalties for late filing of excise taxes shall be kept. Mr. Catts seconds. Motion passes 5-0

- g. Discuss, conduct a public hearing and reading, and consider taking action on Ordinance 2024-07 – Ordinance of the Town of Moffat Requiring Inspections of Water Meter Pits

Mr. Studinski asks to table this item . Mr. Catts makes a motion to table this item. Ms. Kelbert seconds. Motion passes 5-0.

- h. Discussion and consider taking action on Resolution 2024-27 – A Resolution Adopting the New Moffat Water Activity Enterprise Water Service Application; Adopting the Associated Fees; Providing an Effective Date

Mr. Studinski reads Resolution 2024-27. Mr. Catts makes a motion to approve Resolution 2024-27. Ms. Kelbert seconds. Motion passes 5-0.

- i. Discussion and consider taking action on 2019 water contract addendum

Mr. Studinski reads and discusses with the board the 2019 water contract addendum. Mr. Catts makes a motion to ask Mr. Studinski to get the 2019 Water Amendment signed. Ms. Kelbert seconds. Motion passes 5-0.

- j. Discussion and consider taking action on notification letter to water customers

Mr. Studinski reads and discusses with the board the notification letter to water customers. Mr. Catts makes a motion to send the notification letter to the water customers. Ms. Kelbert seconds. Motion passes 5-0.

- k. Discussion and consider taking action on approval of expenses for bookkeeping consulting

Mr. Catts makes motion to table Item k under new business. Ms. Jung seconds. Motion passes 5-0.

- l. Discussion and consider taking action on reimbursement of Don Studinski for town hall A/V equipment

Mr. Catts makes a motion to table item l under new business. Ms. Jung seconds. Motion passes 5-0.

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

- Mr. Litrenta will post and publish Ordinance 2024-06
- Mr. Litrenta will post and publish Ordinance 2024-08
- Mr. Litrenta will post and make public Resolution 2024-26 the CORA request procedure
- Mr. Litrenta will let FIGGRO know to enforce excise tax filing late fees for October 2024
- Mr. Litrenta and Mr. Studinski will make edits to the budget
- Mr. Litrenta will post Resolution 2024-27
- Mr. Litrenta will post the water application on the website
- Mr. Litrenta will pay the bills

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- Mr. Studinski will get the 2019 Water Contract amendment signed
- Mr. Horsley and Mr. Studinski will send the water notification letter to water customers

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

- Public Outreach Working Session for water on Tuesday 11.19.2024
- 11.20.2024 - All tabled items from this meeting
- Codification subscription discussion
- Discussion and consider taking action on town road signs
- Executive session topics

#### **10. ADJOURN**

Mr. Catts makes a motion to adjourn. Ms. Kelbert seconds. Motion passes 5-0.

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