

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



**TOWN OF MOFFAT | EST. 1911**

**BOARD OF TRUSTEES SPECIAL MEETING**

**November 28, 2023 - 7:00pm**

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

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

4. **APPROVAL OF AGENDA**

- a. Approval of Agenda

Mr. Skoglund makes motion to approve the agenda. Mr. Studinski seconds. All approve.

- b. Approval of Minutes

Mr. Berger makes a motion to approve the minutes. Mr. Skoglund seconds. All approve. Mr. Litrenta confirms with the board that last week's minutes included everything the town is looking for.

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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9

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

Mr. Lopez says that Mayor Patricia Reigel Blvd. looks really nice. Mr. Skoglund says the roads need some work and he also says some of the properties could use some clean up. Mr. Horsley says that the roads are also looking a lot better to him. Mr. Horsley says Joey Ln could use some work. Mr. Skoglund says its only pit run on Joey Ln. and it is hard to maintain.

## 6. REPORTS

### a. Clerks Report

Mr. Litrenta presents a yearly timeline of items due to the board. He mentions the most urgent item is the Budget but that we will go in to more detail about that in the budget topic on the agenda. Mr. Litrenta says that it is the mill levy due on the 15<sup>th</sup> not the actual budget.

Mr. Litrenta passes on an email from Mrs. Bunting to the board which says the main topics for the rest of the year will be an application letter to new connections, enterprise language adopted by resolution, and budget. Also, it mentions that GMS will be presenting 3 water options for Moffat early next year and that a CDBG Grant looks like the best option. Mrs. Bunting asks to be on the next agenda and after the first of the year, she will need to be on a regular meeting agenda to approve water options. Email located in meeting packet.

Mr. Litrenta provides template of ID card design for the board to review. Mr. Litrenta tells the board these cards cost \$8. Mr. Studinski mentions expiration dates could be added for one year from the date of issuance. Board advises Mr. Litrenta to order ID card.

Mr. Litrenta lets the board know that he has been talking with GWorks and they do not have the ability to convert GWorks info to QuickBooks. He also lets the board know that he has been advised by GWorks to complete all of the training videos however at the moment he was not able to do any of those as they have expired. He has communicated this with GWorks and is waiting to hear back. He also mentions that there is one-on-one training but that it has a cost. Mr. Studinski recommends providing the email explaining why we switched to GWorks to the board, and then make a decision on whether the town wants to use QuickBooks or GWorks based on past decisions and future needs. Mr. Skoglund says he would prefer to go right to QuickBooks but Mr. Studinski says the board should review the past meetings to understand why the town switched. Mr. Lopez asks that this discussion be put on the next agenda.

Mr. Litrenta asks the board about moving meetings to 6pm. The board agrees to move to 6pm the week after next.

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Mr. Litrenta asks if we can have the facilities manager look in to the heat at town hall. The board confirms. Mr. Studinski confirms that the space is for rent and we need to provide a proper facility for citizens to rent.

b. Mayors Report

Mr. Lopez sent a resolution to the board, Mr. Wyatt (New Attorney) and to the bank to add signers.

Mr. Lopez introduced Mrs. Bunting to Mr. Wyatt to begin working on water issues. Mr. Wyatt says she can contact him at any time.

Mr. Litrenta asks about timeline for new LLA to be active. He is told the ordinance has been sent to Mr. Wyatt with the job description and that Mr. Lopez plans on meeting to discuss the position on 11.29.2023.

c. Trustee Report

Mr. Skoglund mentions that there are trees that have been trimmed and then thrown in a ditch and the town should look to address this.

d. Public Safety Report

Mr. Horsley did some research on training and certification for himself. He has also contacted Colorado DOJ, US DOJ, and CIRSA about what the process looks like for Moffat building a police department. He looked in to academy pricing and Full academy is \$37,000 and mini academy \$5,396. Mr. Horsley also says that he has reached out to different arms dealers for pricing of other items as the cost of the academy itself is only \$3500. He also hopes the town will start conducting assessments soon to identify needs and options. He will also reach out to surrounding police forces, and will reach out to Crestone soon to engage them. The SD cards arrived this week and we are now just waiting on lights, solar panels, and more SD cards to arrive. He has been spending time researching Colorado Statutes. Mr. Horsley asks the board to challenge him on anything that sounds weird or they have questions on. Mr. Studinski asks how many ordinances we have. Mr. Lopez has asked if Mr. Horsley has looked in to engaging Saguache County, because of new hires, to work more in this area. Mr. Horsley explains how police departments work within beats, and it is something they could do, and that he will contact them. Mr. Lopez asks for a report back if Mr. Horsley hears anything after reaching out to Saguache County.

**7. TOWN EVENTS**

**8. INTRODUCTIONS**

**9. OLD BUSINESS**

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a. Budget – Discussion of contact with DOLA

Mr. Litrenta provides the board with a packet of information regarding the budget. It includes timelines of items due as well as templates for resolutions and postings. He informs the board that the most time sensitive matter is establishing the mill levy which he has included in the packet. He admits this is not his strong suit and needs guidance on how to complete this. He has reached out to the county for form DLG57 which provides information on the mill levy. The board discusses what and how to develop a mill levy. Mr. Litrenta explains the timeline as well as the templates included in the packets that the town would need to include and post before filing the budget. Mr. Litrenta says there are some things that we may need an accountant for. Mr. Litrenta says he will contact DOLA and or the county to better understand how to complete this task, and also look in to finding old forms and budgets for reference.

The board discusses how to best complete the budget this year with the position we are in. The board suggests going back and manually entering all revenues and expenses in to QuickBooks to get the best budget we can. Mr. Skoglund makes a motion to have Mr. Litrenta bring back QuickBooks. Mr. Studinski seconds. All approve.

10. **NEW BUSINESS**

a. Continued use of Orkin discussion

Mr. Skoglund makes a motion to cancel Orkin contract. Mr. Kunkle seconds. All Approve

b. Banking update

Mr. Litrenta let the board know that he reached out to both banks for information on the accounts. 1st Southwest will not tell him anything and a change of ownership need to be completed by one of the existing owners. He also does not know who any of the current owners are as they will not tell him anything. As far as Alamosa State Bank, all they need is a letter signed by two of the current signers and then email that to the bank. Mr. Litrenta has drafted a letter and presents that to the board. Mr. Studinski mentions that there needs to be checks and balances to ensure the clerk is being honest. Mr. Lopez says that having 2 signers and having the board have access to bank statements should be the checks and balances needed. Mr. Studinski says that it should be an assigned person and not the board as a whole or it could get forgotten. The board agrees that there are checks and balances in place and signs the letter giving Mr. Litrenta access to Alamosa State Bank. Mr. Lopez says he will come in to the office and call 1<sup>st</sup> Southwest with the clerk to address 1st Southwest. He also confirms the board wants him to close 1<sup>st</sup> Southwest accounts and get all new credit cards for Alamosa State Bank.

c. Excise Tax Challenges

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Mr. Litrenta gives a FIGGRO update and says that it has slowed down a bit due to change over, but that FIGGRO has made a lot of the updates based on feedback. Mr. Litrenta's plan is to clean the office and organize the paper excise taxes, and then manually enter those that need to be entered, as well as enter contact info for companies. Mr. Litrenta provides the board with a penalty schedule and says FIGGRO would like confirmation on whether it is correct according to ordinance. However, without understanding our ordinance, and without being organized ourselves, Mr. Litrenta recommends that we postpone enforcing any fees for the time being. Mr. Litrenta explains that enforcement of the tiered excise tax rate is going to pose significant challenges. For example, we will have to go back and somehow locate each company's first sale and then build a model in FIGGRO dependent on that. Second, how do we explain to people that the taxes have increased when for months they have been told otherwise. Mr. Lopez says he will present the ordinance and dilemma to the new attorney and look to him for guidance on this issue.

11. **EXECUTIVE SESSION (IF NECESSARY)**

12. **ADJOURN**

Mr. Skoglund makes a motion to adjourn. Mr. Berger seconds. All approve

To Do For Clerk:

- Call Mr. DeSeuchet about coming back on as the towns accountant
- Call DOLA or county to explain what is and how to do the Mill Levy, clerk will also look in to past budgets and levy's to better understand
- Clerk will setup QuickBooks
- Clerk Will cancel Orkin

Next Meeting:

- Discussion of refund to town for road work
- Ann water report
- QuickBooks/Budget update

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