

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



**TOWN OF MOFFAT | EST. 1911**

**BOARD OF TRUSTEES SPECIAL MEETING**

**February 13th, 2024 - 6:00pm**

**1. CALL TO ORDER**

Mr. Lopez call the meeting to order at 6:13pm.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Mayor Lopez  
Trustee 1 Skoglund  
Trustee 2 Berger  
Trustee 3 Kunkler  
Trustee 4 Studinski  
Trustee 6 A. Lopez  
Trustee 5 Reichwald was not Present

**STAFF**

Mr. Litrenta  
Mr. Horsley

**4. APPROVAL OF AGENDA**

a. Approval of Agenda

Mr. Skoglund makes a motion to approve the agenda. Mr. Studinski seconds. Motion passes 5-0.

b. Approval of Minutes

No Minutes to review.

c. Approval of Payment of Bills

Mr. Lopez reads the bills aloud.

Mr. Lopez addresses the board regarding pay and contract for Mr. Studinski.

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

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Meeting ID: 864 2257 8056  
Passcode: 592122

Mr. Skoglund makes a motion to pay the bills to include the payment of Mr. Studinski at \$30 an hour for 101 hours since January 9<sup>th</sup> 2024 for work performed outside of his role as a Trustee. Mr. Kunkler seconds. Mr. Studinski recuses. Mr. Skoglund aye. Mrs. Lopez aye. Mr. Berger aye. Mr. Kunkler aye. Motion passes 4-0.

#### **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.

No citizens addressed the board during this item.

#### **6. REPORTS**

##### **a. Clerks Report**

Mr. Litrenta lets the board know that he will be gone on Feb. 23<sup>rd</sup>.

Mr. Litrenta asks if the office should be open on federal holidays. The board says the office does not need to be open on federal holidays.

##### **b. Mayors Report**

Mr. Lopez spend time understanding the water situation and the enterprise status, as well developing the Town Meeting Procedures resolution.

##### **c. Trustee Report**

Mrs. Lopez asks if the town is paying a grant writer, Mrs. Meyers, or if she is still under contract. The board does not put this as an action item as she is not submitting invoices, thus the town is not paying.

##### **d. Public Safety Report**

Mr. Horsley has received multiple complaints from phase two residents of a prowler over the weekend of Friday February 9<sup>th</sup> 2024. Photos of the prowler were submitted to Saguache County Sheriff by the victims of the incident. This incident has been reported to all appropriate authorities.

Mr. Horsley is currently mapping, organizing, and submitting all unsubmitted ordinances and resolutions. Mr. Horsley will update the board again in a week with a progress report. Mr. Horsley feels confident that this can be completed by the end of the month of February 2024.

Mr. Horsley is waiting to hear back from Steffens Plumbing on a return job that is safety related, and will require further work to be done to the Heat.

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Mr. Horsley has been in communication with Ms. Ross of the Town Attorney's Office in regards to the elections and requests that this be put on the agenda for next week. Mr. Horsley will brief the Board and Mayor on his findings related to elections, and the Town of Moffat must submit an ordinance canceling the election.

e. Finance Report

Mr. Studinski provides the board and the town with a financial update.

**7. OLD BUSINESS**

a. Water Report

Mrs. Bunting lets the board know that GMS/CDPHE needs a response from the town regarding the implementation plan for CDPHE by 2.29.2024, and what option the board may want to pursue.

Mrs. Bunting asks what the status is for the letters addressing connection and tap fees with residents on Well #5. The board informs her that the board would like to have the water account system in place by May. Also, that the board would like to eliminate the tap fee, which Mrs. Bunting says looks like can be the case based off of her conversations with GMS. The letters are still being reviewed.

b. Discussion of a Draft Resolution Providing for Town Board Meeting Procedures

Mr. Lopez discusses and reads portions of a Draft Resolution Providing for Town Meeting Procedures. The board discusses the Draft Resolution Providing for Town Meeting Procedures and provides feedback. The mayor will continue to work on the Draft Resolution Providing for Town Meeting Procedures with the attorney and incorporate board feedback and eventually present a Final Resolution Providing for Town Meeting Procedures to the board.

c. Update of Cannabis Excise Tax Phone Call with Attorney

Mr. Litrenta spoke with the LLA, Mr. Wyatt, to discuss the issues the town has in understanding Excise taxes. Mr. Wyatt has asked the clerk to provide him with any ordinances, resolutions, or minutes that discuss the voted on 2% rate or the staggered excise tax rate. From there he can better understand where the town is and what course of action to take. Mr. Litrenta also spoke to Mt. Wyatt about whether MIPs pay excises taxes and the attorney will look in to this and report back to the town.

d. Discussion and Consider Taking Action of Clerk Contract/Pay

Mr. Litrenta lets the board know that he would like a pay increase from \$63,000 to \$66,000 when he becomes a full-time employee.

Mr. Studinski makes a motion to increase clerk pay from \$63,000 to \$66,000. Mrs. Lopez seconds. Mr. Skoglund aye. Mr. Kunkler aye. Mr. Berger no. Mr. Studinski aye. Motion passes 4-1.

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Mr. Skoglund makes a motion to direct the attorney to draft a resolution designating Mr. Litrenta as the clerk. Mr. Berger seconds. Motion passes 5-0.

8. **NEW BUSINESS**

a. Discussion and Consider Taking Action of Assigning Addresses

Mr. Litrenta spoke with Caitlin Bernier who will be getting back to him to provide more details about what the process looks like from “empty land” to “having an official address”. She did recommend that the town develop an application and then have the assigned addresses on file, as well as require proof of ownership. Mr. Litrenta will wait to hear back from Mrs. Bernier.

Mr. Studinski makes a motion to direct the clerk to work with the attorney to develop a land use application. Mr. Skoglund seconds. Motion passes 5-0.

b. Discussion and Consider Taking Action of Buying New Printer for Town Hall

Mr. Litrenta provides the board with the estimate for a new printer.

Mr. Skoglund makes a motion to approve the purchase a new printer. Mr. Kunkler seconds. Motion passes 5-0.

c. Miscellaneous Topic Discussion

No topics to discuss.

9. **EXECUTIVE SESSION**

No executive session held at this meeting.

10. **ACTION ITEMS FOR NEXT MEETING**

- Clerk will look in to any Ordinances and Resolutions which discuss a 2% or tiered excise tax rate and provide that to the attorney, will also get the attorney any other documents as requested.
- Mr. Litrenta will order a new printer
- Mr. Litrenta will begin working with the attorney to develop a land use application
- Mr. Litrenta will work with Mrs. Bernier to get better information on assigning addresses
- Mr. Lopez will work with Mrs. Bunting to finalize Well #5 letters
- Mr. Lopez will continue editing a Resolution for Town Meeting Procedures
- Mr. Horsley will work on election resolution
- Mr. Horsley will develop a trustee term report
- Attorney to work on clerk employment resolution
- Mr. Studinski will work on a draft budget

11. **TOPIC FOR NEXT MEETING**

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Next meeting will be February 27<sup>th</sup> 2024

- Discussion and possible approval of contract for Mr. Studinski
- Vote on Water System Implementation Plan for the CDPHE based on proposals from GMS
- Draft budget presentation

12. **ADJOURN**

Mr. Skoglund Makes a motion to adjourn. Mr. Berger seconds. Motion passes 5-0.

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