

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



TOWN OF MOFFAT | EST. 1911

BOARD OF TRUSTEES REGULAR MEETING

March 11th, 2025 – 6:00pm

1. CALL TO ORDER

Mayor Pro Tem Jung calls the meeting to order at 6:05pm.

2. ROLL CALL

Mayor Pro Tem Jung announces there is a quorum.

Trustee 1 - Myers
Trustee 2 – Pietras
Trustee 3 - Kelbert
Trustee 4 – Jung (Acting Mayor, Mayor Pro Tem)
Trustee 5 - Studinski

Staff
Mr. Horsley
Mr. Litrenta

3. APPROVAL OF AGENDA

a. Approval of Agenda

Ms. Myers makes a motion to approve the agenda. Ms. Pietras seconds. Motion passes 5-0.

b. Approval of Minutes

Ms. Jung makes a motion to approve the minutes. Ms. Myers seconds. Motion passes 5-0.

c. Payment of Bills

Ms. Jung reads the bills publicly. The board discusses as needed. Ms. Myers makes a motion to pay the bills. Mr. Studinski 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

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

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Meeting ID: 864 2257 8056
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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.

Faith Johnson makes a public comment regarding the possibility of using a greenhouse that the town has.

Whitney Justice makes a public comment regarding Ms. Myers becoming the new mayor of Moffat.

Virginia Drake from the Moffat school makes a public comment regarding tiny homes in Moffat.

Virginia Drake makes a public comment regarding a non-profit she has started that is a community resource center and she is looking for a building for her non-profit.

5. REPORTS

a. Clerks Report

Mr. Litrenta discusses with the board possibly reducing meeting frequency to increase board participation.

b. Trustee Report

Ms. Myers gives a report that she is planning on meeting with Hooper and Crestone mayors to have a mayor meeting to try to work together.

Ms. Myers gives an update on town hall improvements and potential grants.

Ms. Jung reports about the transition between Mr. Studinski and her regarding the bookkeeping. Ms. Jung says she has not been able to make progress on the audit research. The board discusses an audit.

c. Mayors Report

Ms. Jung has met with Mr. Horsley regarding construction on Well #10

Ms. Jung has been working to understand the water situation in Moffat to include testing, reporting, and inspection.

d. Water Report

Mr. Horsley stated that there are no requirements to bid out a job for a Statutory Town.

Mr. Horsley asked the board if they want someone other than GMS to have a chance to bid on this job, and if so, can the board put this on a future agenda ASAP.

Mr. Horsley stated that he plans to send the labor bid out to Weavers Level Best, Stephens Plumbing, and Skoglund Excavating, and the parts bid to USA Bluebook, and Core & Main.

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e. Financial Report

Mr. Litrenta provides the board with a financial report. The board discusses as needed.

Mr. Studinski makes a motion to recess. Ms. Kelbert seconds motion passes 5-0.

The board recesses until 7:15pm.

The meeting resumes at 7:22pm

Mr. Studinski makes a motion to resume the meeting. Ms. Pietras seconds. Motion passes 5-0.

6. OLD BUSINESS

a. Voting and selection on filling Mayor vacancy

The board discusses filling the Mayor vacancy. Only one LOI was submitted by Melinda Myers. Ms. Myers leaves the room. Ms. Pietras makes a motion to appoint Ms. Myers as mayor. Ms. Kelbert seconds. Mr. Studinski votes nay. Ms. Pietras, Ms. Jung, and Ms. Kelbert vote yay. Motion passes 3-1. Ms. Myers has been appointed mayor or Moffat.

b. Discussion and consider taking action on draft POTCH LLC water agreement

Mr. Studinski updates the board about the POTCH LLC water agreement. The board discusses the draft POTCH LLC water agreement. Mr. Studinski will continue to work on the POTCH LLC Water agreement.

7. NEW BUSINESS

a. Swearing in of New Mayor

Mr. Litrenta reads and swears in Ms. Myers as mayor. Ms. Myers addresses the board and town.

Ms. Myers runs the meeting as mayor.

b. Discussion and consider taking action on PH Meter purchase

The board discusses the purchase of a PH meter for the town. Mr. Studinski makes a motion to authorize Mr. Horsley to purchase PH meter. Ms. Jung seconds. Motion passes 4-0.

c. Discussion and consider taking action on revised SIPA quote

Mr. Litrenta explains that the attorney has recommended individual emails for all new trustees and that this would require us to have more emails. Mr. Litrenta presents to the board an invoice from SIPA for additional email addresses. The board discusses town email addresses. Mr. Studinski makes a motion to purchase the additional emails necessary. Ms. Pietras seconds. Motion passes 4-0.

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- d. Discussion and consider taking action of Facebook Policy edits.

The board discusses the Facebook policy edits made by the attorney. The board has no edits. Mr. Litrenta will accept the edits and have the resolution ready to review and approve at the next meeting.

- e. Discussion and consider taking action on Revel Cultivars refund

Mr. Studinski makes a motion to table this item. Ms. Jung seconds. Motion passes 4-0.

- f. Discussion and consider taking action land use process/application

Mr. Litrenta discusses with the board the need for a land use application and process. He discloses that he is looking to consolidate lots but that he has also had other citizens contact him about land use procedures. Mr. Litrenta presents the board with a draft application for review. This item will be discussed on a future agenda.

- g. Discussion and consider taking action on the Mayor signing all Well #10 improvement contractual obligations

Mr. Horsley discusses with the board the mayor signing Well #10 improvement contractual obligations. Mr. Horsley will draft a resolution authorizing the mayor the sign all well #10 improvement contractual obligations.

- h. Discussion and consider taking action on water testing for raw water samples on Well #10

Mr. Horsley stated that as a part of the contract between the state and the Town regarding Well #10 the Town will be required to take RAW WATER samples. At this time the Town will be delayed by 1 quarter on the Well #10 Project if we don't get this taken before the end of March. Mr. Studinski makes a motion to authorize Mr. Horsley to proceed with the testing for well #10. Ms. Pietras seconds. Motion passes 4-0.

- i. Discussion and consider taking action on purchase of an eye wash station

Mr. Horsley discusses with the board the needed for an eyewash station. Mr. Studinski makes a motion to purchase the eyewash station Mr. Horsley described. Ms. Jung seconds. Motion passes 4-0.

- j. Discussion and consider taking action on posting Trustee Vacancy notice

Mr. Litrenta discusses with the board a draft Trustee vacancy notice. There are no edits and the board directs the clerk to post the notice.

- k. Discussion and review annexation procedures in Town of Moffat

The board discusses annexation procedures in Moffat. The board will discuss this with the land use application discussion at a later date.

- l. Discussion about the Rural Jump Start program in the Valley

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Mr. Studinski brings to the attention of the public the Rural Jump Start program. The board discusses as needed.

Mr. Studinski discusses with the board that the town hasn't engaged or discussed the fire department recently and was asking what was up with that. The board discusses engagement with the fire department.

The board discusses occupancy limits in town hall for Bingo, and discusses Bingo.

8. ACTION ITEMS FOR FUTURE MEETINGS

- Mr. Litrenta will draft new trustee vacancy notice
- Mr. Litrenta will post board vacancy notice
- Mr. Litrenta will pay the bills
- Mr. Litrenta will draft the new agenda
- Mr. Litrenta will submit signed mayor oath to the county
- Mr. Litrenta will sign and submit the SIPA quote agreement
- Mr. Litrenta will make edits to Facebook policy
- Mr. Litrenta will research best practices for new emails
- Mr. Studinski will continue to work on the POTCH LLC water agreement
- Mr. Horsley will draft a resolution authorizing the mayor to sign for all contractual improvements to Well #10
- Ms. Myers will continue to work on the state historical grant

9. TOPIC FOR FUTURE MEETINGS

There will be no meeting on Tuesday March 25th.

- Discussion and consider taking action on Trustee vacancy notice
- Discussion and consider taking action on the Facebook Policy Resolution, Resolution 2025-04
- Discussion and consider taking action on the land use application and process
- Executive session regarding revel refund
- Discussion and consider taking action on a resolution authorizing the mayor to sign on all contractual obligation for Well #10 improvements, Resolution 2025-05
- Discussion and consider taking action on POTCH LLC Water Agreement
- Discussion and consider taking action on Special Event Ordinance, Ordinance 2025-01

10. ADJOURN

Ms. Pietras makes a motion to adjourn. Ms. Jung seconds. Motion passes 4-0.

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