

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



**BOARD OF TRUSTEES REGULAR MEETING**

**April 8<sup>th</sup>, 2025 – 6:00pm**

**1. CALL TO ORDER**

Mayor Myers calls the meeting to order at 6:03pm

**2. PLEDGE OF ALLIGENCE**

No Pledge of Allegiance

**3. ROLL CALL**

Mayor Myers announces there is a quorum.

Trustee Pietras  
Trustee Kelbert  
Trustee Jung  
Trustee Studinski

Staff  
Mr. Litrenta  
Mr. Horsley

**4. APPROVAL OF AGENDA**

**a. Approval of Agenda**

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

**b. Approval of Minutes**

Ms. Pietras discusses an edit to the minutes. No edit is needed after discussion. Ms. Kelbert makes a motion to approve the minutes. Mr. Studinski seconds. Motion passes 4-0.

**c. Approval to Pay Bills**

Ms. Myers reads the bills publicly. The board discusses as needed. Ms. Myers asks that certain board refunds go before the board for approval. Ms. Kelbert makes a motion to approve the bills. Ms. Jung seconds. Motion passes 4-0.

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. 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.

Jenn Waltermire makes a public comment regarding an election and her interest in becoming a board member.

Colin Miller makes a public comment regarding excise tax late fees.

## **6. REPORTS**

### **a. Clerks Report**

Mr. Litrenta provides the board with an update on SLFRF Reports. He states he can login but he does not have access to the reports. This issue has been escalated and he is awaiting a response.

Mr. Litrenta provides an update on sending board and staff to training and says he is ready to discuss when the board is ready. He says there are no scholarships for the CML training but there are scholarships for the CMCA training.

Mr. Litrenta says that we need to have a meeting next week to swear in a new trustee by 4.18.2025.

Mr. Horsley states that he has completed Blood Borne Pathogen training from CIRSA and is ready to make a Blood Borne Pathogen Policy, as this will give the Town valuable credits with CIRSA.

Mr. Horsley states that the schedule for implementation will be released once he gets started and has a full understanding of the project.

Mr. Horsley states that he expects the project to take two months which he plans to complete by the middle of June of 2025 in anticipation of being under the enforcement of the law come July 2025.

Mr. Horsley states that he has been working with TownCloud to get a better website set up that is inherently ADA compliant.

### **b. Trustee Report**

No Trustee reports.

### **c. Mayors 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

Ms. Myers gives an update on her work with Belinda Zink regarding town hall repairs including grant requests.

d. Water Report

Mr. Horsley states that the Town is currently waiting for the funds (approximately (\$25,000) to be awarded for the Well 10 Chlorination project.

Mr. Horsley states that as soon as the grant is awarded, he will order all parts for the project.

Mr. Horsley states that the Town is currently deciding to engage the State AG to provide clarification for Well 5 and access to that well.

Mr. Horsley states that the Town has a new Water Attorney Geoff Williamson.

Mr. Horsley states that Lead and Copper Samples are going out this month.

Mr. Horsley states that he has been monitoring Cadmium levels from Well 4 & 7 and the levels have gone down over the winter substantially.

Mr. Horsley states that he applied for a grant to get assistance with PFAS Sampling.

Mr. Horsley states that the Town had a reportable incident of Threats to the water system and it has been reported to all appropriate authorities, and that the threat has passed without incident.

Mr. Horsley states that he reached out to the state and DOLA regarding small water system improvement grants and planning grants for which the Town should see this calendar year.

Mr. Horsley states that he has installed the lock on Well 4.

Mr. Horsley states that he and Mr. Yeater are continuing to prepare for the State Sanitary Survey.

The board discusses the water report as needed.

e. Financial Report

Mr. Litrenta presents the financials to the board and the board discusses as needed.

**7. EXECUTIVE SESSION – This agenda item was taken up prior to #6, “Reports”.**

The Town Board may, upon 2/3 vote of the Town Board, convene into Executive Session pursuant to C.R.S §§ 24-6-402(4)(a), (b), and (e)(I) for the purpose of receiving legal advice from the Town’s water attorney and the ongoing negotiation of an existing Water Resources Agreement between Potch, LLC and the Town of Moffat, including discussion of the potential purchase, acquisition, lease, transfer or sale of real, personal, or other property interests of the Town of Moffat related thereto.

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

Mr. Studinski makes a motion to enter executive session. Ms. Kelbert seconds. Motion passes 4-0. The board enters executive session at 6:35pm.

Mr. Studinski makes a motion to exit executive session. Ms. Kelbert seconds. Motion passes 4-0.

The board exits executive session at 7:15pm

Mr. Studinski makes a motion to return to the regular meeting. Ms. Kelbert seconds. Motion passes 4-0.

The board returns to 6. Reports at 7:17pm.

## **8. OLD BUSINESS**

- a. Discussion and consider taking action on determining ownership of Well #5

The board has direction from legal counsel regarding Well #5 ownership. Ms. Pietras makes a motion to determine ownership of Well #5. Ms. Kelbert seconds. Motion passes 4-0.

## **9. NEW BUSINESS**

- a. Voting on appointment of new Trustee for Trustee Vacancy

The board discusses an appointment for the trustee vacancy. There was only one LOI submitted from Tamalynn Scharer. The board discusses the Trustee vacancy and upcoming board vacancies.

Ms. Kelbert makes a motion to recess for 10 minutes at 7:51pm. Ms. Jung seconds. Motion passes 4-0.

The board recesses at 7:51pm.

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

The board reconvenes at 8:04pm.

The board continues discussion about the board vacancy and the citizen who submitted an LOI.

Ms. Kelbert makes a motion to vote Tamalynn Scharer in to the Town of Moffat Board of Trustees. Ms. Pietras seconds. Motion passes 4-0.

Ms. Scharer is appointed to fill the trustee vacancy.

- b. Presentation, discussion, and consider taking action on purchasing Town Cloud for the town website

The board discusses purchasing TownCloud for a new town website. The board skips this agenda item at 8:10pm. The board continues the discussion of TownCloud at 8:20pm. Ms. Kelbert makes a motion to sign up with TownCloud with the 3 year plan. Mr. Studinski seconds. Motion passes 4-0.

- c. Discussion and consider taking action on a special event liquor license

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

The board discusses a special event liquor license application. The board will continue this discussion at a later meeting.

- d. Discussion and consider taking action on Ms. Jungs bookkeeping contract

Ms. Jung does not have a contract for the board to review. This item is tabled.

- e. Discussion and consider taking action on town cleanup day

The board discusses a town cleanup day. A date for town cleanup will be set at a later meeting.

Ms. Kelbert makes a motion to pay Kurt Yeater. Ms. Pietras seconds. Motion passes 4-0.

- f. Discussion and consider taking action on CSA utilizing the town grow dome and property for a farmers' market

The board discusses CSA utilizing the grow dome for a farmers' market. The board will continue to discuss this topic at a later meeting.

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

- Mr. Litrenta will reach out to the attorney about swearing in a trustee during a working session.
- Mr. Litrenta will complete the CMCA Conference scholarship application
- Mr. Litrenta will pay the bills
- Mr. Litrenta will post new agendas and all minutes as approved
- Mr. Litrenta will reach out to Skoglund Excavating to conduct work on T Road by the Dollar General
- Ms. Jung will bring her contract to the board for review
- Mr. Litrenta and Ms. Pietras will work on the land use application
- Ms. Jung, Ms. Myers and Mr. Litrenta will continue to work on liquor license
- Mr. Horsley will contact Kyra from CDPHE

## **11. TOPIC FOR FUTURE MEETINGS**

- Discussion and consider taking action on Colin Miller excise tax late fees
- Discussion and consider taking action on board training and scholarship applications
- Special Events Ordinance discussion on 4.15.2025 with Trustee swearing in. Trustee swearing in will be a separate meeting if needed.
- Discussion and consider taking action on Ms. Jung bookkeeping contract
- Discussion and consider taking action on CSA utilizing the grow dome and town property for a farmers' market.
- Discussion and consider taking action on town road maintenance
- Discussion and consider taking action on updating the town cell phone

## **12. ADJOURN**

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

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