

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



**TOWN OF MOFFAT | EST. 1911**

**BOARD OF TRUSTEES SPECIAL MEETING**

**May 21th, 2024 - 6:00pm**

**1. CALL TO ORDER**

Mayor Lopez calls the meeting to order at 6:01pm.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Mayor Lopez announces that there is a quorum.

Trustee 2 – Berger (Remote)

Trustee 4 – Studinski

Trustee 5 - Reichwald (Remote)

**STAFF PRESENT**

Mr. Horsley

Mr. Litrenta

Mayor Lopez will vote to make a quorum.

**4. APPROVAL OF AGENDA**

**a. Approval of Agenda**

Mr. Studinski makes a motion to approve the agenda. Mr. Reichwald seconds. Motion passes 4-0.

**b. Approval of Minutes**

Mr. Studinski makes a motion to approve the minutes. Mr. Reichwald seconds. 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

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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of a future meeting. Civility is expected throughout the comment, and personal attacks are not tolerated.

Ian Mauhs heard that the town was looking for a water specialist and grounds keeper. He is working nearby currently and would like to submit his resume.

## 6. REPORTS

### a. Clerks Report

Mr. Litrenta lets the board know that Orion Lane withdrew his LOI for the Trustee opening.

Mr. Litrenta informs the board that he spoke with the MED and he will be getting sales/transfer data from the MED monthly. This will be starting in August as it will take time for the MED to develop the report. This will help us verify excise tax reporting correctness.

Mr. Litrenta reports the Water Operator/Consultant job is posted on Indeed. He explains that the salary will not show up on the posting as the low-end salary is below minimum wage.

Mr. Litrenta reports that the CIRSA renewals are completed.

Mr. Litrenta asks if the next meeting can have an agenda item for the signing of MOUs dealing with confidential data. He feels this would be his job as he is the treasures and these reports have to do with taxes.

### b. Mayors Report

Mr. Lopez fixed the lawn mower and mowed the lawn around town. He also worked on the procedure resolution and the task delegation tracker.

### c. Trustee Report

Mr. Studinski has gone through all of the rest of the transaction data on QuickBooks for an insurance claim and the POTCH LLC claim. He says he is almost done.

## 7. OLD BUSINESS

### a. Discussion and Interview Trustee Vacancy Candidates

The board asks all candidates for the trustee openings questions which are included in the meeting packet. The candidates present are, Christopher Bratton, Melinda Myers, Patricia Kelbert, and Jason Catts. The candidates respond to the questions asked.

### b. Board Will Vote on Trustee Candidates

The board conducts a vote ranking all the candidates 1 through 4. The number values are then added by the clerk and the three candidates with the lowest scores will be appointed as trustees by the board. This vote is verified by the assistant clerk. The trustee ballots and voting totals will be kept in the meeting packet and in the 2024 Trustee Vacancy folder in the office of the clerk and a digital copy of these results will also be kept by the clerk.

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The board selects Patricia Kelber, Melinda, Myers and Jason Catts.

c. Discussion and Consider Taking Action on Excise Tax Rate

The board discusses the options for adjusting the excise tax rate.

Mr. Reichwald makes a motion to table this item until next week. Mr. Berger seconds. Mr. Studinski votes nay. Mr. Reichwald, Mr. Berger and Mr. Lopez vote yay. Motion passes 3-1.

The board decides to table this item until next week when the new board members can be included in the vote

d. First reading of Ordinance 2024-01 – An Ordinance Amending Ordinance NO. 3-2009 An Ordinance Amending the Business License Ordinance for the Town of Moffat

Mr. Litrenta explains that we need to better understand the process of ordinance adoption. He spent some time trying to read CRS 31-16 but needs more time to understand the process, and develop a written timeline for use in these situations. It is his recommendation that we do not need to read this ordinance tonight as other steps must be taken prior to a reading. Mr. Studinski makes a motion to table this item. Mr. Reichwald seconds. Motion passes 4-0.

e. Discussion and Direction Regarding of Konope Negotiations

Mr. Litrenta provides the board with an update of his negotiations with Konope regarding pricing. Below is a copy of the text from the email sent to the board which he discusses with the board.

I spoke with Colin from Konope this morning and here is where we stand.

Colins price to conduct an inspection is \$725. This would include 2 inspections, an initial and a follow up if needed. He was charging for 69.5 licenses (not sure how that math was done).

He agrees to keep that price, but drop the "licenses inspected" to 56.

His past yearly salary was \$50,400  
Under this agreement it would be \$40,600

If a 3rd inspection would be needed, he would charge the town another \$725 for that license and that would need to be covered by a fee to the license holder.

This would leave to the town \$275 to cover our costs if we kept the fee at \$1,000. This would be cutting it close. If we raised it \$100, we should be good, if we raised it \$200, we would be much better.

Unfortunately, I erred and did not get into lowering his cost per inspection as I was more focused on getting the correct number of inspections correct.

Mr. Reichwald makes a motion to table this item and the rest of the agenda. There is no second. The motion failed.

The board will need to discuss rates and reporting to the board stipulations the better direct the negotiations.

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Mr. Reichwald and Mr. Berger agree to manage the negotiations with Konope.

This item will be on the next agenda.

f. Discussion and Consider Taking Action on a Resolution Canceling Mayor Pay

Mr. Lopez reads the resolution.

Mr. Reichwald makes a motion to table this item until next week. There is not second. Motion has failed.

Mr. Reichwald make a motion to raise the mayors pay to \$1000. There is no second. Motion failed

Mr. Berger makes a motion to take action on the resolution canceling the mayors pay. There is no second. The motion failed.

This item will be on the next agenda.

8. **NEW BUSINESS**

9. **EXECUTIVE SESSION**

10. **ACTION ITEMS FOR NEXT MEETING**

- Mr. Litrenta, Mr. Horsley, and Mr. Reichwald will develop an ordinance adoption timeline/schedule
- Mr. Berger and Mr. Reichwald will negotiate with Konope
- Mr. Studinski will draft a resolution proposing a number to be refunded to POTCH LLC
- Mr. Litrenta will get the new Trustees set up with email and any information needed for the next meeting.

11. **TOPIC FOR NEXT MEETING**

- Signing of Oaths and Swearing in of new Trustees
- Signing of Confidential Data MOUs
- Discussion and consider taking action on cannabis excise tax rate
- Discussion and Direction Regarding Konope contract negotiations
- Discussion and Consider Taking Action on a Resolution Canceling Mayor Pay
- Discussion and consider taking action on resolution proposing a number to be refunded to POTCH LLC
- Grounds keeper consideration

12. **ADJOURN**

Mr. Studinski makes a motion to adjourn. Mr. Reichwald seconds. Motion passes 4-0.

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