

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



TOWN OF MOFFAT | EST. 1911

BOARD OF TRUSTEES SPECIAL MEETING

June 4th, 2024 - 6:00pm

1. CALL TO ORDER

Mayor Lopez calls the meeting to order at 6:04pm

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Mayor Lopez announces that there is a quorum.

Trustee 1 – Myers
Trustee 3 – Kelbert
Trustee 4 – Studinski
Trustee 5 – Reichwald
Trustee 6 – Catts

STAFF PRESENT

Mr. Horsley
Mr. Litrenta

4. APPROVAL OF AGENDA

a. Approval of Agenda

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

b. Approval of Minutes

Melinda Myers asks to have Mrs. removed from her name on the previous minutes. Mr. Myers makes a motion to approve the minutes. Mr. Reichwald seconds. Motion passes 5-0.

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

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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.

Mr. Horsley is excited to see the town engaging in the new water system development and looks forward to it.

Ms. Myers makes a comment regarding a restaurant coming to town but that it was hard without the proper water. She also looks forward to the water system development and understands it's a going to be a process.

6. REPORTS

a. Clerks Report

Mr. Litrenta asks the board if they would like him to order new name plates for trustees and staff.

Mr. Litrenta asks if he can take side jobs and how to avoid conflict of interest with the potential jobs. Mr. Litrenta will reach out to the attorney for clarification.

Mr. Horsley inspected the Park and sent an Email to the Mayor and Trustees. Also, Mr. Horsley requests that Ralph Mitchell Park maintenance be put on the next agenda.

Mr. Horsley has been meeting with CDPHE regularly, and attending training in order to ensure the Town is on track with water.

Mr. Horsley stated that the Town needs to engage Potch with water negotiations.

Mr. Horsley stated that he has completed the draft educational materials, and has completed the draft letter to Lusk & Shearer.

Kyra Gregory will be at the next meeting.

b. Mayors Report

Mr. Lopez started working on a welcome email but came across a statute that had him concerned. So, he didn't send the email. Mr. Lopez reads the statute in the meeting. It has to do with conflicts of interest and the attorney will write a memo to the town clarifying.

Mr. Lopez asked if any trustees would like to help on the grow dome since the weather is going to be better.

Mr. Lopez comments on the challenges faced at the park regarding hygiene and safety

c. Trustee Report

Mr. Catts offers to help out with any of the grounds keeping. He also says a more technological lock may help at the bathrooms at the park

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Mr. Studinski suggests putting a sign on the bathrooms explaining the challenges and costs associated with abuse of the bathroom.

Mr. Studinski is making a point to meet with all the new trustee individually

Mr. Studinski has finished a review of the finances back until 2018.

Ms. Myers has contacts from her past work and Randi Sneed from DOLA has volunteered to do a strategic planning session. She would like to see improvements and upkeep done on Town Hall. Ms. Myers asks the clerk if she could help convert our website to be ADA compliant. Mr. Litrenta says he is not sure what that process entails yet. Ms. Myers also says she is interested in community listening sessions.

7. **OLD BUSINESS**

a. Status Update and Review of Draft Excise Tax Ordinance and Draft Business License Ordinance

Mr. Litrenta provides the draft ordinances to the board. He also gives an update on the ordinance adoption process. Mr. Litrenta provides to the board and the meeting packet an ordinance adoption schedule worked on by himself and the attorney. There are two questions we are still waiting on the attorney for a response, but the general schedule is here. Mr. Litrenta will continue working with the attorney on the ordinance adoption timeline. Mr. Litrenta will make edits to the excise tax ordinance and send those to the attorney for the review. Mr. Litrenta will send the Business License Ordinance to the attorney for review.

b. Assignment of Trustee Roles: Water Management & Bank Signer Resolution/Bank Signer Document Collection

Mr. Studinski will get paperwork for new bank signers. Mr. Studinski will develop the bank signer resolution. Ms. Myers makes a motion to assign Ms. Kelbert as the new bank signer. Mr. Reichwald seconds. Motion passes 5-0.

The board discusses which trustee will be the water project manager. Mr. Reichwald makes a motion to assign Ms. Kelbert as the point of contact for the towns water project. Mr. Studinski seconds. Motion passes 5-0.

c. Discussion of Public Outreach for Water Project Implementation

Mr. Horsley and the board discuss public outreach strategy regarding the water project implementation. The board agrees to have a public outreach event on July 10th.

The board directs Mr. Horsley to communicate with the CDPHE that the towns desired date to complete negotiations with POTCH LLC and the defined water customer base will be developed by June 30th 2025.

d. Discussion of Konope Contract Negotiations

Mr. Reichwald discusses with the board his negotiations with Konope Compliance. Ms. Myers makes a motion to terminate Konope's Contract. Mr. Catts seconds. Mr. Reichwald and Mr. Studinski abstain. Ms. Myers, Ms. Kelbert and Mr. Catts vote yay. Motion passes 3-0. Mr. Studinski will notify Konope Compliance in writing

8. **NEW BUSINESS**

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a. Discussion About Planning Commission.

Ms. Myers discusses the need and roles of a planning commission. Mr. Studinski makes a motion to advertise for citizen participation in the planning commission. Mr. Catts seconds. Motion passes 5-0.

b. Discussion About General Community Engagement in the Town

The board discusses ways to improve community engagement. Mr. Reichwald makes a motion to create a new Facebook page and Melinda Myers will curate that page at the behest of the board. Ms. Kelbert seconds. Mr. Studinski abstains. Ms. Myers, Mr. Catts, Mr. Reichwald, Ms. Kelbert vote yay. Motion passes 4-0.

c. Review and Consider Taking Action on New Cannabis Application Documents

Mr. Reichwald makes a motion to table this item. Mr. Reichwald rescinds his motion. Mr. Reichwald makes a motion to approve the Marijuana Application Checklist. Mr. Catts seconds. Mr. Studinski abstains. Ms. Myers, Mr. Catts, Mr. Reichwald, Ms. Kelbert vote yay. Motion passes 4-0.

9. **EXECUTIVE SESSION**

10. **ACTION ITEMS FOR NEXT MEETING**

- Mr. Litrenta will continue working on the ordinance timeline with the attorney
- Mr. Litrenta will make edits to excise tax ordinance
- Mr. Litrenta will send excise tax and business license ordinances to the attorney for review
- Mr. Studinski will write bank signer resolution
- Mr. Studinski will get bank signer paperwork
- Mr. Studinski will manage the town project tracker
- Mr. Studinski will write a letter to Konope compliance terminating contract
- Mr. Horsley will notify CDPHE that the town decided on desired completion dates of POTCH LLC negotiations and water customers base defining
- Ms. Myers will create and post advertising regarding community participation in the planning commission
- Ms. Myers develop the town Facebook page
- Mr. Litrenta will communicate to the attorneys that we will add the Marijuana Application Checklist to the application and post the checklist online with the applications.
- Mr. Litrenta will develop documentation and information regarding the towns SLFRF status

11. **TOPIC FOR NEXT MEETING**

- Discussion on ordinance 2024-01 Business License Ordinance
- First reading of business license ordinance
- Discussion of ordinance 2024-02 excise tax ordinance
- First reading of excise tax ordinance
- Financial Report
- Water Report
- Cannabis Compliance Report from Konope Compliance
- Discussion of SLFRF Funds potential expenditures
- Discussion of engaging SUCEED for a community listening session

12. **ADJOURN**

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Ms. Myers makes a motion to adjourn. Mr. Reichwald seconds. Motion passes 5-0.

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