



TOWN OF MOFFAT | EST. 1911

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

**BOARD OF TRUSTEES REGULAR MEETING**

**August 13<sup>th</sup>, 2024 - 6:00pm**

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Mayor Studinski announces that there is a quorum.

Trustee 1 – Myers  
Trustee 2 - Berger  
Trustee 3 – Kelbert  
Trustee 6 – Catts

STAFF PRESENT  
Mr. Litrenta

**3. APPROVAL OF AGENDA**

a. Approval of Agenda

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

b. Approval of Minutes

Ms. Myers will provide clarification in writing about Ms. Gotfried's comments during public comment on 8.6.2024. Ms. Myers makes a motion to approve the minutes with the amendment. Mr. Berger seconds. Motion passes 4-0.

c. Approval of Bill Payments

Mayor Studinski reads the bills aloud. Mr. Litrenta provides explanation as needed and the board discusses the bills as needed. Mr. Catts makes a motion to approve the payment of bills. Ms. Myers seconds. Mr. Berger votes no. Ms. Kelbert, Ms. Myers, Mr. Catts vote yes. Motion passes 3-1.

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

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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.

Ms. Reigel runs the food bank in town and is asking the town of a \$1000 donation for Thanksgiving baskets.

Ms. Justice thanks Mr. Lopez for his service to the town and congratulates him on his new baby and thanks Mr. Studinski for taking the reins.

## 5. REPORTS

### a. Clerks Report

Mr. Litrenta explains that he spoke to the county about the address verification issues with the county. He was told that Eagle Web can be used and is accurate according to the county. To do this, the parcel number is needed which is on the deed so nothing Resolution or Ordinance wise needs to change. With the board's approval part of the deed verification process will be to validate the deed on Eagle Web. The board approves. Mr. Litrenta has already spoke to the cannabis LLA and has explained that the clerk will verify the deed before sending over applications for review.

Mr. Litrenta informs the board that the Planning and Zoning Committee Notice of Vacancy has been posted in town and on line. He says there is a copy of the notice and the affidavit in the meeting packet.

Mr. Litrenta says that we need to amend out new fee schedule as soon as possible due to the changes made in compliance inspections. He says he has made edits and is ready to provide it to the board for review.

Mr. Litrenta says that we need to establish water connection procedures as there are citizens looking to hook up to water and we have no application or process available that he is aware of and he is the one fielding all of these inquires.

Mr. Litrenta reports the he met with FIGGRO today about the changes needed on the platform and he would like to have a review of notices put on the next agenda.

### b. Mayors Report

Mr. Studinski comments and thanks Jon Lopez for his services to the Town of Moffat while mayor.

Mr. Studinski speaks about the meeting process as he assumes the role of mayor content of expectation is below:

*“As Mayor of the Town of Moffat I’ll be the presiding officer at Board of Trustees meetings. An orderly, productive meeting is one of my important duties. As I implement my own style of leading meetings, I hope participants will grow to appreciate that the meetings are run in an orderly fashion and that things are getting done in an efficient manner.*

*As of right now, no one may speak unless they have the floor. I have asked Trustee Reichwald to perform the duty of parliamentarian. He will enforce parliamentary rules for both trustees and the public.*

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*If you wish to speak, there are 3 ways to make that request.*

- 1. Raise your hand.*
- 2. Call out "Mr. Mayor"*
- 3. Call out "Mr. Chairman"*

*Whether in attendance physically or by Zoom, you must silently wait to be recognized.*

*The good news is that when you have the floor, no one may interrupt or talk over you. Should someone speak out without the floor, that person shall be asked to leave the meeting, or will be muted via zoom.*

*We are a small town and this Board of Trustees wishes to hear what the public has to say. Therefore, Public Comment will no longer be strictly limited to the 3 minutes during the Public Comment section of our meetings. Further, I will allow public input throughout a trustee meeting, however, it would be very poor judgment to interrupt any trustee discussion with a topic not being discussed. If, at my sole discretion, your interruption is perceived to be intended to divert the attention of the board in any way, you will be asked to leave the meeting.*

*Everyone attending trustee meetings is interested in and willing to contribute to what is best for Moffat. We will certainly differ about how to accomplish that. However, every Moffat Board of Trustees meeting will be conducted in a manner that assumes every participant has Moffat's best interests in mind from their perspective. We will treat one-another with respect and dignity. There will be no raised voices; no accusations; no disparaging remarks. You may present facts in a professional manner."*

Mr. Studinski reports on past agenda to do items and confirms and discusses their status.

Mr. Studinski provides on update on his actions taken since he became mayor.

c. Trustee Progress Report

No Trustee reports

Ms. Kelbert found a possible grant for the park that she will be looking in to.

d. Park Report

Mr. Catts says he needs to mow.

Trash has been emptied.

e. Water Report

There was a water meeting missed on Friday. There is another meeting coming up on 8.21.2024.

f. Financial Report

Mr. Litrenta provides the town with the monthly financial report. Report is included in the meeting packet.

## **6. OLD BUSINESS**

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- a. Discussion and consider taking action on suggested edits on cannabis framework ordinance.

Mr. Litrenta explains and discusses with the board the attorney recommendations about the cannabis ordinance. Mr. Litrenta will incorporate with addition of a plant increase section to the ordinance. Mr. Litrenta will make the edits. Mr. Studinski will conduct research on the zoning related to dispensaries.

Ms. Kelbert makes a motion to take a 10-minute break. Ms. Myers seconds. Motion passes 4-0.

Mr. Catts makes a motion to reconvene. Ms. Myers seconds. Motion passes 4-0.

- b. Discussion and consider taking action on November election timeline and ballot language

Mr. Litrenta explains to the board that he is now taking the lead on election matters from Mr. Horsley, while Mr. Horsley will manage the website compliance task. Mr. Litrenta discusses with the board the election timeline and ballot language, to include attorney recommendations. Mr. Litrenta will make edits and inform the attorney of the desired ballot language and inform the attorney we would like a public hearing on 8.20.2024. Mr. Litrenta will also inform the attorney that we are considering an election in April 2025.

## **7. NEW BUSINESS**

- a. Discussion and consider taking action on a policy for a Town Facebook page.

Ms. Myers provides an update on a policy regarding a town Facebook page.

- b. Discussion and consider taking action on posting notices, reviewing applications, and selecting a new Trustee for the Trustee vacancy.

The board discusses with Mr. Litrenta the trustee vacancies notice and affidavit, and discusses and develops a timeline for filing the vacancy. Timeline will be posted on the notice, Mr. Litrenta will post the notice and begin accepting application and affidavits.

- c. Discussion and consider taking action on new Skoglund Excavating Contract

The board discusses a potential new Skoglund Excavating contract. Mr. Skoglund has provided the board a rate schedule which the board discusses in relation to a new contract. Ms. Myers makes a motion to hire Skoglund Excavating ala carte and delegating Mr. Catts as the trustee to manage this work, not to exceed 100% of the HUTF funds received for that month of work. Mr. Catts seconds. Motion passes 4-0.

- d. Discussion and consider taking action on cell phone for town staff

The board discusses purchasing a cell phone for the clerk. Ms. Kelbert makes a motion to table this item until Mr. Horsley is present. Mr. Catts seconds motion passes 4-0.

- e. Discussion about establishing the Mayor as staff supervisor

The board discusses the mayor serving as a staff supervisor. Mr. Catts makes a motion to make the mayor staff supervisor. Ms. Kelbert seconds. Motion passes 4-0.

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- f. Discussion and consider taking action on Resolution 2024-11 - A RESOLUTION  
Establishing Office Hours FOR THE TOWN OF MOFFAT, STATE OF COLORADO

The board discusses the resolution. A copy of the resolution is included in the meeting packet. Ms. Kelbert makes a motion to approve Resolution 2024-11. Mr. Catts seconds. Motion passes 4-0.

#### **8. ACTION ITEMS FOR NEXT MEETING**

- Mr. Litrenta will incorporate the plant increase language in to the cannabis framework ordinance
- Mr. Litrenta will inform attorney about ballot language and the desire to hold a public hearing on 8.20.2024, and inquire about next steps for the election. He will also ask about an election in April 2025
- Mr. Litrenta will post the trustee vacancy notice on the website and around town
- Mr. Litrenta will pay the bills
- Mr. Litrenta will post resolution 2024-11
- Mr. Litrenta will revise fee schedule
- Ms. Kelbert look in to water application
- Mr. Studinski will research a letter required from the mayor for cannabis companies to tier up
- Mr. Studinski will research zoning and dispensaries in the Town of Moffat
- Mr. Studinski will develop a resolution assigning mayor Pro Tem

#### **9. TOPIC FOR NEXT MEETING**

- Letters to cannabis owners about new excise and cannabis ordinance
- Review of town fee schedule
- Public hearing of election ballot measure
- Resolution assigning mayor Pro Tem

#### **10. ADJOURN**

Ms. Kelbert makes the motion to adjourn. Mr. Catts seconds. Motion passes 4-0.

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