

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



BOARD OF TRUSTEES SPECIAL MEETING

September 24th, 2024 - 6:00pm

1. CALL TO ORDER

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

2. ROLL CALL

Mayor Studinski announces that there is a quorum.

Trustee 1 – Myers
Trustee 5 - Reichwald
Trustee 6 – Catts

STAFF PRESENT

Mr. Litrenta
Mr. Horsley

3. APPROVAL OF AGENDA

a. Approval of Agenda

Mr. Reichwald makes a motion to approve the agenda. Ms. Myers seconds. Motion passes 3-0.

b. Approval of Minutes

Mr. Litrenta explains that the minutes are still being reviewed by the attorney. Mr. Reichwald makes a motion to approve the minutes. Ms. Myers seconds. Motion passes 3-0.

c. Payment of Outstanding Bills

Mayor Studinski reads the bills publicly and the board discusses as needed. Mr. Reichwald makes a motion to pay the bills. Mr. Catts seconds. Motion passes 3-0.

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 Board may consider

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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 would like to do the pledge of allegiance. The board conducts the pledge of allegiance.

Ms. Myers mentions trucks are driving too fast on Broadway.

5. REPORTS

a. Clerks Report

Mr. Litrenta reminds the board that they currently have open CORA requests that they must respond to. Mr. Litrenta reminds the board to keep track of hours for each CORA request.

Mr. Horsley has ordered paper and ink.

Mr. Horsley has engaged Allyant and states that he has completed 5 training sessions so far.

Mr. Horsley also states that he has many more to go.

Mr. Horsley is at a dead end with the sound system. Zoom said that we only rate 2 mics per meeting. This project is coming to a dead end and Mr. Horsley asks if the Board has guidance.

b. Mayors Report

No report given.

c. Trustee Progress Report

No Trustee reports given.

d. Water Report

Mr. Horsley is in need of board approval to purchase locking cables for the Park hydrants and the Well 5 hydrants. The board directs Mr. Horsley to make the purchase as needed.

Mr. Horsley states that in August we received and delivered notice in regards to missed samples. Mr. Horsley states that this has since been resolved and we are expecting a letter in October that the Town has returned that violation to compliance. No fine was associated.

Mr. Horsley states that he has been meeting with CDPHE regularly, as well as DOLA and is looking forward to potentially getting a grant from DOLA to help improve our water district. Specifically regarding Taps, and meter pits.

Mr. Horsley states that he is working on an application for a grant related to improving our Tap situation. The Town would be required to match funds.

Mr. Horsley attended training held by RCAC in preparation for the exam to become certified.

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Mr. Horsley states that he is being trained on how to inspect Taps/Meter Pits for the Town until the Town can find a suitable substitute.

Mr. Horsley states that the Lusk/Sharer household is connected but the Town has not received any application yet so he will engage them to get the application soon.

Mr. Horsley set up the initial phase of the water connection paperwork, applications, billing process, etc. and is prepared to present it to the Board.

e. Park Report

Mr. Horsley stated that he took the trash out at the park today.

Mr. Catts will mow the park this weekend.

6. OLD BUSINESS

a. Administering of Oaths to new Trustee by Clerk

Mr. Litrenta administers oath to Trustee Caroline Jung. Trustee Jung joins the board. Edited oath is in meeting packet.

b. Discussion and consider taking action on water system hook up process and application

Mr. Horsley and Mr. Studinski present and discuss with the board the water system hook-up process and application.

c. Discussion of POTCH LLC Well #5 water court ruling

The board discusses the POTCH LLC Well #5 court ruling.

d. Discussion of Ordinance 2024-03 Cannabis Ordinance

The board discusses Ordinance 2024-05 Cannabis Ordinance to include dispensary location. The board approves the draft and directs the clerk to send the draft to the attorney for a final review.

e. Discussion and consider taking action on 2025 CIRSA quotes and premium payments

The board discusses CIRSA quotes and premium option. Mr. Litrenta says that we are still waiting on 2 quotes for lower premiums, and that we probably will not get those until next week as the CIRSA contact is out of the office. Mr. Reichwald makes a motion to accept the property and casualty insurance at the \$500 deductible. Ms. Myers seconds. Motion passes 4-0. Mr. Reichwald makes a motion to reject the coverage of damage caused by the operation of mobile equipment. Ms. Myers seconds. Motion passes 4-0.

Mr. Reichwald makes a motion to adjourn for 10 minutes. Ms. Myers seconds. Motion passes 4-0.

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

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Meeting resumes at 8:31pm.

7. NEW BUSINESS

- a. Discussion and consider taking action on payment to Belinda Zink to complete grant for Town Hall repairs

Ms. Myers updates the board on her discussion with Belinda Zink regarding payment for the grant. She states the payment can be written in to the grant but there may be matching needed by the town and the town is still waiting for an estimate.

- b. Discussion of election process and appointing election judges

Mr. Litrenta provides an update on the election to the board, to include document review, and that he will be at training tomorrow morning at the county.

- c. Discussion and consider taking action on replacement of light bulbs in Town Hall

The board discusses getting new light bulbs for town hall. Mr. Reichwald makes a motion to change the light bulbs in town hall. Mr. Catts seconds. Motion passes 4-0.

- d. Discussion and consider taking action on Resolution 2024-23 – Assigning New Bank Signers

Mr. Reichwald makes a motion to approve Resolution 2024-23 Assigning New Bank Signers. Mr. Catts seconds. Motion passes 4-0. Mr. Catts will take the resolution to the bank and retrieve the paperwork. Additional signers will go to the bank and/or provide documents as needed to become signers.

- e. Discuss and consider taking action on road improvements to Patricia Regal Blvd.

Mr. Studinski discusses the road condition on Mayor Patricia Reigel Blvd. and options to approve the road. The board will look to conduct road maintenance next spring. Mr. Catts will look in to snow removal options.

- f. Discussion and consider taking action on confidential data MOU for 2025

Mr. Litrenta presents an MOU to the board to approve for Mr. Litrenta to continue being the point of contact for the towns confidential data. Ms. Myers makes a motion that Matt Litrenta becomes the keeper of confidential data. Mr. Reichwald seconds. Motion passes 4-0.

8. ACTION ITEMS FOR NEXT MEETING

- Mr. Litrenta will check with attorneys about the minutes from 9.17.2024.
- Mr. Litrenta will forward ordinance 2024-03 to the attorney for review
- Mr. Litrenta will send the CIRSA acceptance documents as directed for property and casualty.
- Mr. Studinski will reach out to CIRSA about how to select our workers compensation coverage while waiting on additional quotes.
- Mr. Horsley will order light bulbs and coordinate replacement with the board
- Mr. Litrenta will file new approved bank signer resolution
- Mr. Litrenta will send MOU to the DOR.

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- Mr. Catts will go to the bank with the new resolution to get paperwork
- Mr. Studinski will put more money on the debit card for light bulbs
- Mr. Litrenta will edit TABOR notice

9. TOPIC FOR NEXT MEETING

- Discussion, public reading, and consider taking action on Ordinance 2024-03

10. ADJOURN

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

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