

January 2, 2008

Present: Mayor Pro-Tem: Mary Reinert  
Trustees: Viola Melcher  
Frank Vazquez  
Jill Briggs  
David Crossland

Marsha Willhite Town Administrator  
Vance Brian Field Services Supervisor  
Emily Williamson Interim Clerk-Treasurer  
James Faull Sheriff, Prowers County

Mayor Pro-Tem Mary Reinert presided over the regular meeting of the Holly Board of Trustees on the above date at 7:00 p.m. Roll was called; Mayor Jerry Smith and Anthony Garcia were absent. All present gave the Pledge of Allegiance.

**Addition(s) to the Agenda.** None.

**Minutes, December 5, 2007 Regular Board Meeting and December 28, 2007 Special Board Meeting.** Trustee Briggs motioned to approve the minutes of the December 5, 2007 Regular Board Meeting and December 28, 2007 Special Board Meeting. Viola Melcher seconded the motion and it carried 4-0.

**Approval of current bills,** subject to final approval of the Finance Committee, scheduled to meet on Friday, January 11, 2008. David Crossland motioned for the Finance Committee to meet on Friday, January 11, 2008 to approve the current bills, seconded by Jill Briggs. Motion carried 4-0.

**Notices and Communications.** Christine Benero, Chief Executive Officer with the American Red Cross Mile High Chapter wrote to the Town expressing appreciation for the \$500 donation.

**Public Appearances.** None.

**Reports. Commissioner Report.** Sheriff Faull distributed several reports. The Sheriff’s office documented 2080 hours worked in Holly for 2007. This total is higher than normal due to additional coverage needed during the tornado. Renewal of the Prowers County Sheriff’s contract will be discussed under New Business. **Project Manager Report.** Administrator Marsha Willhite presented the report. A reply is still pending from the Army Corp of Engineers regarding placement of signage on the J. D. Harrington walking trail. A protocol camping permit for the RV camp sites by the McCormick ballpark is being prepared by John Golden. High Plains Electric has not replied regarding the electrical pedestals. Carrigan is currently mobilizing for repair of the water infrastructure. Although engineer plans are incomplete for the 5.5-6 million dollar Main Street Project, Marsha has approved Atencio Engineering to finalize plans for initial items: change orders will be utilized on additional components of the project. The sidewalk, curb and gutter by the school will be upgraded. The necessary paperwork regarding water main replacement is being prepared; the deadline for this submission is the end of January.

**Crew Report.** Christmas decorations were hung. One NOEL sign was beyond repair and the other one needed extensive restoration. A leak was fixed at the water dock. The snow plows have been prepared for usage. A *Snow Removal Directive* has recently been posted. End of year inventory has been completed. An electric line was tied in at the park which allows for the north sub to be supplied by the south generator. Maps have been changed utilizing colored lines to illustrate circuitry. New dumpsters have been received and hardware attached. **Holly Recovery Task Force Report.** Marsha Willhite presented the report. At the last regular Board Meeting, a possible celebration of the tornado anniversary was discussed. Response from HRTF indicates that a celebration would be premature. It is hopeful that the south portion of Gateway Park will be ready for the Bluegrass Festival and memorial dedication in June. The Task Force could present the possibility of an anniversary remembrance at the Town Hall meeting.

**Administrator’s Report.** Marsha presented the Rate and Revenue report. ARPA’s energy rates will be established and in effect by June 1, 2008. The Operating Committee stated that if a rate study is done, ARPA will contract with Municipal Energy Association of Nebraska (MEAN) which provided our billing software. Marsha requested a directive from the board to obtain rate studies on utilities due to anticipated growth because of Tri-State entrance into Holly. The next Town Hall Meeting is January 28, 2008 at the school cafeteria. A claim was submitted by Trailside Liquor for a back-up battery. Mrs. Willhite has several speaking engagements forthcoming; these include Four States Irrigation Council Annual Meeting in Fort Collins on

January 18 and the Colorado Governor's Conference on Emergency Management in Denver on February 27. Wagner tested the ARPA generator's electronic components. **Clerk/Treasurer Report.** November Financials were presented. David Crossland motioned to approve the reports as given, seconded by Frank Vazquez. Motion carried 4-0.

**Unfinished Business.** The **donation for the Senior and Community Center** had been tabled from the December 28, 2007 meeting. It was necessary to table this item again due to lack of quorum; Jill Briggs would be disqualified since she serves on the Senior and Community Center Board.

**New Business.** David Crossland motioned to approve the following three **appointments:** Marsha Willhite as Town Administrator, Darla Scranton-Specht as Town Attorney and Kim Verhoeff as Municipal Judge. Trustee Briggs seconded the motion; motion carried 4-0. David Crossland made a motion to continue with Jerry Smith, Viola Melcher and Jill Briggs as members of the Police Commissioner Board. Frank Vazquez seconded; motion carried 4-0. David Crossland motioned to continue with the current members of the Finance Committee which include Mary Reinert, David Crossland and Jill Briggs. Trustee Vazquez seconded the motion and it carried 4-0. Due to the fact that the Scholarship Committee would be needed in May, it was decided to hold in abeyance until the election of the new board. **Resolution 2008-1 – A Resolution to Change Certain Sections of Personnel Policy No. 9: IV. Leave, Benefits and Regulations AND IX. Miscellaneous.** David Crossland moved to approve Resolution 2008-1. Frank Vazquez seconded; motion carried 4-0. The fee for the **2008 Prowers County Sheriff's Contract** is \$49,102, up from \$42,500 in 2007. A vehicle would need to be purchased under the new agreement. Jill Briggs motioned to approve the 2008 Sheriff's Contract. Frank Vazquez seconded; motion carried 4-0. A committee has evaluated the **wage scale** for town employees. David Crossland moved to implement the changes recommended by the committee effective January 1, 2008. Viola Melcher seconded; motion carried 4-0. The Holly Public School Board of Education is entering into a **Facilities Master Plan** regarding growth due to Tri-State moving to Holly. Marsha Willhite has participated in these meetings as it relates to town utilities accommodating the growth. Tri-State plans to have representatives at the Town Hall meeting to answer questions from the public. **Zoning.** Representatives from the state have expressed the need for zoning in Holly. A gentleman who is in private business has submitted a zoning plan pro bono. Viola Melcher motioned to allow Marsha to begin work on zoning. Frank Vazquez seconded; motion carried 4-0.

**Executive Session.** **At 9:53 p.m. David Crossland motioned for the Board to go into Executive Session according to C.R.S. 24-6-402 (4) (f) Personnel, seconded by Jill Briggs; motion carried 4-0. Mayor Pro-tem Mary Reinert brought the regular meeting back into session at 10:30 p.m.**

**New Business. Clerk-Treasurer Position.** David Crossland motioned to hire Mary Rushton as Town Clerk/Treasurer effective January 2, 2008 at an annual salary of \$25,000. Jill Briggs seconded the motion and motion passed 4-0.

**Miscellaneous.**

**Adjournment.** The regular meeting was adjourned at 10:35 p.m.

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Mary Reinert, Mayor Pro-Tem

ATTEST:

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Candace Plummer, Interim Recorder