

July 3, 2013

Present:

Mayor:

Brad Simon

Trustees:

Frank Vazquez

Marty Campbell

Larry Sitts

Anthony Moldenhauer

Johnnie Lyons

Jerry Jones

Marsha Willhite      Town Administrator  
J.W Neal              Interim Field Services Supervisor  
Mary Rushton        Town Clerk/Treasurer  
Amanda Brown        Town Auditor

Mayor Brad Simon presided over the regular meeting of the Holly Board of Trustees on the above date at 7:01 pm. Roll was called. Trustee Frank Vazquez was absent. All present gave the Pledge of Allegiance.

**Additions to Agenda.** New Business D) Approval of 2012 Audit.

**Minutes, June 5, 2013 Regular Board Meeting Minutes.** Trustee Jerry Jones motioned to approve the minutes of the June 5, 2013 Regular Board Meeting minutes, seconded by Trustee Marty Campbell. Motion carried 5-0.

**Approval of Current Bills.** A motion was made by Trustee Campbell, seconded by Trustee Lyons to approve the current bills subject to review of the Finance Committee on Friday, July 12, 2013. Motion carried 5-0.

**2012 Audit Report and Review of Financial Statements.** Amanda Brown, Auditor, presented a clean opinion regarding the 2012 financial statements which detailed the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the Town of Holly.

**Notices and Communications.** The Prowers County Board of Commissioners is requesting a regional meeting with Governor Hickenlooper regarding the continuing drought. The Board of Trustees consented to send a corresponding letter in support of this meeting.

**Public Appearances.** Delvin Reinert was present to discuss the option of the Town utilizing his radio tower for communication purposes. The broader discussion entailed best option of radio communication or cell phone for the employee's everyday communication or emergency situations when the need arises.

**Reports. Police Commissioner Report.** Report available for board review. **Crew Report.** The Crew assisted with set up for the Holly Bluegrass Festival and the clean-up to follow. LL& P installed the primary and secondary electric lines which extended over US Hwy 50 to Jose Vazquez irrigation site east of Town assisted by the Town crew. LL & P and Town crew changed out the south sub regulator. Frank Vazquez present at 7:30 pm. Annual chip seal work on streets has been completed. New sewer tap installed at Holly Inn Suites. Crew assisted Holbrook Pump Co. with installation of new pump for south well. Warman Electric repaired electric panel at east well. Free landfill day scheduled for June 1<sup>st</sup> was canceled due to wind. Rescheduled date was June 22<sup>nd</sup>. **Administrator's Report.** Dan Tefertiller, contractor, provided an estimated cost of \$20,350 to repair the theater wall. Administrator

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prepared Property Casualty/Liability renewal through CIRSA (Colorado Intergovernmental Risk Sharing Agency). Met with Bill Grasmick regarding new electric service for two irrigation pivots. Attended Solid Waste and Materials Workshop presented by CDPHE (Colorado Department of Public Health and Environment) at Pueblo City/County Health Department. CCOERA (Colorado County Officials and Retirement Association) representative conducted annual meeting with Town employees. Administrator presented a power point detailing Economic Recovery after a Disaster at Noon Rotary Club in Lamar. Marsha also attended the annual Colorado Municipal League Conference where she also presented the same power point. **Clerk/Treasurer Report.** May Financials were provided in Board packet. A financial statement was reviewed with the Board. Jerry Jones motioned to approve the reports as given, seconded by Frank Vazquez. Motion carried 6-0.

**Old or Unfinished Business.** None.

**New Business. Depot/Sealcoat Bids Review and Selection.** Dennis Leathers, DBA Prairie Glass submitted the only bid for painting the wood trim of the Depot in the amount of \$2442. Trustee Larry Sitts motioned to approve the bid, seconded by Jerry Jones. Motion carried 6-0. Three bids were received for sealcoat of the Depot parking lot: Murks Asphalt Paving-\$2106; Black is Beautiful-\$3992.21 and Golden West Asphalt- \$3350. Trustee Jerry Jones motioned to approve Murk's Asphalt paving bid of \$2106, seconded by Trustee Anthony Moldenhauer. Motion carried 6-0. **Holly Housing Authority Board Appointments-Two Expired Terms.** Letter of interest was received from Jose Molina. Trustee Campbell expressed interest in serving. Anthony Moldenhauer motioned to appoint Jose Molina and Marty Campbell to the HHA expired terms, seconded by Larry Sitts. Motion carried 6-0. **Contract Agreement for Building Inspections-Bob Ward.** Contract submitted by Mr. Ward was reviewed by Board. Motion made by Trustee Jones, seconded by Trustee Vazquez to approve the initial one year contract. **2012 Audit.** Trustee Jones motioned to approve the 2012 Audit report as presented by Amanda Brown, Town Auditor, seconded by Larry Sitts. Motion carried 6-0.

**Miscellaneous.** None.

**Executive Session.** Motion to enter Executive Session according to C.R.S 24-6-402 (4) (b) and C.R.S. 24-6-402 (4) (d) was made by Anthony Moldenhauer at 9:03 pm, seconded by Frank Vazquez. Motion carried 6-0. Motion received from Frank Vazquez at 9:31 pm to exit Executive Session, seconded by Marty Campbell. Motion carried 6-0.

**Adjournment.** Jerry motioned to adjourn at 9:32 p.m.

/s/ Bradley Simon, Mayor

ATTEST:

/s/ Mary Rushton, Clerk/Treasurer

August 7, 2013

Present:

Mayor:

Brad Simon

Trustees:

Frank Vazquez

Marty Campbell

Larry Sitts

Anthony Moldenhauer

Johnnie Lyons

Marsha Willhite     Town Administrator  
J.W. Neal             Interim Field Services Supervisor  
Mary Rushton        Town Clerk/Treasurer

Mayor Brad Simon presided over the regular meeting of the Holly Board of Trustees on the above date at 7:00 pm. Roll was called. Trustee Jerry Jones was absent. All present gave the Pledge of Allegiance.

**Additions to Agenda.** None.

**Minutes, July 3, 2013 Regular Board Meeting Minutes.** Trustee Frank Vazquez motioned to approve the minutes of the July 3, 2013 Regular Board Meeting minutes, seconded by Trustee Marty Campbell. Motion carried 5-0.

**Approval of Current Bills.** A motion was made by Trustee Vazquez, seconded by Trustee Lyons to approve the current bills subject to review of the Finance Committee on Monday, August 12, 2013 at 8:00 am. Motion carried 5-0.

**Notices and Communications.** None.

**Public Appearances.** None.

**Reports. Police Commissioner Report.** Report available for board review. **Crew Report.** Soffit repaired on west wall of restroom facility at ball field. Temporary power outage on July 6<sup>th</sup>, reclosure failure discovered and resolved. Crew assisted Lamar Light and Power with installation of transformer at Reyman's new grocery store. While power was disrupted with the transformer installation tree trimming was performed in the alley. Lightening arrestor replaced at Northern Ag Service site. Flat tire repaired on Case loader. Regular methane test conducted at landfill. Annual sewer main flushing and inspection was performed by Earl Simon Pipe Cleaning. Weed maintenance performed at sewer lagoons. Sprinkler heads replaced at Gateway Park. Water meter pit located next to old school library moved to new location at school bus barn/ag shop. Plugged pool drain cleared. South well pump failure was resolved. Crew continues installation of touch read water meters. **Administrator's Report.** Administrator telephone conference with Troy W. Carmann, ICON Engineering, Inc. and Thuy Patton, Floodplain Mapping Coordinator, regarding flood plain remapping. Also in attendance were Dan Tefertiller and Rob Kirmer, Holly Flood Control Board. Levee deficiencies continue to be addressed by the Army Corp of Engineers. With respect to remediation, the Corp is in communication with FEMA on behalf of the Holly Flood Board. CIRSA report reviewed detailed no property claims and one workers compensation claim finalized, January-June. Administrator discussed the APEN (Air Pollutant Emission Notice) permit exempt status of the town owned generators. Historically the generators are emergency standby units only. Infrequent use keeps emissions below the level which would require APENs to be filed. **Clerk/Treasurer Report.** June Financials were provided in Board packet. A financial statement was reviewed with the Board. Trustee Vazquez motioned to approve the reports as given, seconded by Trustee Moldenhauer. Motion carried 5-0.

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**Old or Unfinished Business. Succession Plan.** The Succession Plan details the procedure for the appointment of an Acting Town Administrator in the event of an unplanned absence. The Plan will become a part of Personnel Policy No. 9. Trustee Larry Sitts motioned to approve the Succession Plan, seconded by Frank Vazquez. Motion carried 5-0.

**New Business. Auditor Letters for 2013 Audit.** Letters detailed the procedures the auditor will follow and the fees associated with the 2013 Audit of the landfill and the governmental activities, the business-type activities, each major fund which comprise the entities basic financial statements. Trustee Campbell motioned to approve the landfill audit cost of \$700 plus travel and the financial statements audit cost of \$5100 plus travel and other out-of-pocket costs, seconded by Trustee Vazquez. Motion carried 5-0. **Approve Liquor License Renewals.** Motion made by Anthony Moldenhauer, seconded by Larry Sitts to approve liquor license renewals for Trailside Liquor and D-M Liquor. Motion carried 5-0. **Zoning Ordinance.** Attorney Darla Scranton-Specht reviewed proposed Zoning Ordinance document and submitted proposed changes for board review. Directive given for Administrator to discuss concerns detailed by board with the Attorney. **Roof Repair Bids.** Bids received for estimates to repair the library roof and theater roof. Upon review by the board a directive was given for Administrator to seek local bids for removal and replacement using metal panels.

**Miscellaneous.** None.

**Executive Session.** Motion to enter Executive Session according to C.R.S. 24-6-402 (4) (b) Attorney-Client Privilege, C.R.S. 24-6-402 (4) (d) Investigations and C.R.S. 24-6-402 (4) (f) Personnel was made by Johnnie Lyons at 9:40 pm, seconded by Frank Vazquez. Motion carried 5-0. Motion received from Johnnie Lyons to exit Executive Session, seconded by Anthony Moldenhauer at 10:29 pm. Motion carried 5-0.

**Adjournment.** Frank Vazquez motioned to adjourn at 10:30 pm.

ATTEST:

/s/ Bradley Simon, Mayor

/s/ Mary Rushton, Clerk/Treasurer