

March 7, 2012

Present:

Mayor:  
Trustees:

Viola Melcher  
Jerry Jones  
Johnnie Lyons  
Brad Simon  
Casey Rushton

Marsha Willhite Town Administrator  
Terry Whisenand Interim Field Services Supervisor  
Candy Plummer Administrative Assistant  
Rick Rigel General Manager, ARPA  
David Willhite ARPA Board Member

Mayor Viola Melcher presided over the regular meeting of the Holly Board of Trustees on the above date at 7:00 p.m. Roll was called. Trustees Frank Vazquez and David Crossland were absent. All present gave the Pledge of Allegiance.

**Additions to Agenda.** New Business E) Dance License and Special Events Permit Application and H) Airport Liability Insurance will be tabled until April Meeting.

**Minutes, February 1, 2012 Regular Board Meeting.** Casey Rushton motioned to approve the minutes of the February 1, 2012 Regular Board Meeting minutes, seconded by Jerry Jones. Motion carried 4-0.

**Approval of Current Bills.** A motion was received from Casey Rushton to approve the current bills subject to Finance Committee review on Monday, March 12, 2012, second received from Brad Simon. Motion carried 4-0. Due to the absence of Frank Vazquez, the Administrator asked for an alternate to approve the bills. Jerry Jones volunteered.

**Notices and Communications.** Marsha presented a Colorado Municipal League pamphlet and video entitled "2012 State of our Cities and Towns".

**Public Appearances.** Rick Rigel, General Manager, ARPA, presented an update on the repowering project. Compliance has not been achieved due to a boiler malfunction. Testing with monitoring equipment is ongoing. A meeting is planned with the boiler manufacturer to review the details. ARPA has signed an agreement with Tri-State for a variety of services including purchased power, a three year agreement. Although the ARPA bond rating was downgraded, the bonds remain at investment rate. Management is diligent in bringing the rate back up. Integrated resource planning aids in projecting costs over ten years include increments of two and five year plans. Mr. Rigel encouraged attendance at the ARPA March meeting in LaJunta.

**Reports.** **Police Commissioner Report.** Report available for Board review. **Crew Report.** Dumpster repair included the attachment of lids and wheels. The blades on the John Deere mower were cleaned and sharpened. Electric service was installed for the Adolfsen and Peterson Construction office trailer in preparation for school construction. The landfill fence was repaired and a berm built. Street repairs were ongoing at Cheyenne and Highland. Prairie dog control continues on town property near the landfill. Sewage clean-up consisting of application of an enzyme plus sand at North 10<sup>th</sup>. **Administrator's Report.** The Rate and Revenue Report details a 4.1 % increase in purchase power from 2010 to 2011. The Department of Labor and Employment Division of Oil and Public Safety confirmed release of a monitoring program at 520 North 8<sup>th</sup> Street. The contamination event dates back to April 7, 1987. Updated monitoring wells at Davis Circle and the Pine Street Alley currently reveal clean ground water. The water tower inspection report released at the end of year indicates no deficiencies. 2007-2011 information was compiled and prepared for ARPA as part of the Integrated Resource Plan (IRP). The Town of Holly will partner with Lamar community College to conduct SCORE workshops on April 7<sup>th</sup> and 21<sup>st</sup>. Local business owners can benefit greatly from the program. The cost is \$75 for two days. Marsha has application forms. A large range of comments was received by the DOLA representative at the Zoning Informational Open house on February 16<sup>th</sup> at the Holly Post Office. The next step

Official Minutes of the Town of Holly Board of Trustees

March 7, 2012

Page 1 of 2

involves consideration of map revisions followed by public meetings. The records audit conducted by CIRSA for loss control standards resulted in a score of 90 for Property/Casualty and Workers compensation respectively. Marsha Willhite attended a recent Library Board Meeting. The librarian will require a future leave of absence necessitating the employment of temporary staff. Mrs. Willhite has been invited to give a presentation in Nebraska on March 27<sup>th</sup>. She had previously requested the week of March 26<sup>th</sup> as time off to attend the conference, now requests April 2<sup>nd</sup> and 3<sup>rd</sup> for vacation days. Board approval was granted. **Clerk/Treasurer Report.** January financials reviewed by Board. Motion to approve the reports as given received from Jerry Jones, seconded by Johnnie Lyons. Motion carried 4-0.

**Old or Unfinished Business.** None.

**New Business.** **Victim Assistance and Law Enforcement (VALE) Board Appointments (3 Board Members, One Alternate) – Kammie Cathcart, JoAnn Padia, Anthony Garcia.** Kammie holds a three-year-term as the fund advisor and Chairman of the Board. JoAnn's term is two years and Tony's one year. The Town of Holly holds the funds for the Clerk to perform reporting and disbursement. Ron Trowbridge, Undersheriff was appointed to serve as a non-voting member of the VALE Board. The Administrator recommended that members be appointed to staggered terms. Jerry Jones moved to approve current members with the addition of Ron Trowbridge. Brad Simon seconded. Motion carried 4-0. **Library Board Appointment – Fill Unexpired Term to December 31, 2012 – Maris Dupree.** Casey Rushton moved to appoint Maris DuPree to the Library Board and Brad Simon seconded. Motion carried 4-0. **Holly Housing Authority Board Appointment – Fill Unexpired Term of Gustavo Puga – Austin Hazen.** Casey Rushton made the motion to appoint Austin Hazen as a member of the Housing Authority Board and Brad Simon seconded. Motion carried 4-0. **Nebraska Municipal Power Pool Agreement – Small Customer Financial Plan, Cost of Service and Rate Design Study.** NMPP performs record audits and information gathering in support of the Town of Holly electric rate studies. The current agreement with NMPP is coming to an end with the cost being four annual installments of \$900. A new agreement would cost four annual installments of \$1100. This service is beneficial at a time when rates, management and affordability systems are complicated. In addition, NMPP offers ten and twenty year projections for not only rates but capital improvements and budgets. Following discussion, Casey Rushton motioned to continue the contact with NMPP and Brad Simon seconded. Motion carried 4-0. **Dance License and Special Events Permit Application – Victor and Judy Salgado – High School Graduation, May 20, 2012.** Sheriff Faull has requested revisions to the Application. Tabled to April meeting. **Re-Plat Parcel Four – West of Romer Subdivision.** Fundamentals for inclusion in the re-plat survey include all utility rights-of-way must be identified and included in the re-plat. Following discussion, the board consensus was to leave an easement; do not re-plat. No motion necessary. **Resolution 2012-4 – A Resolution to Cancel the Town Election That Was to be Held on April 3, 2012, as Provided for in Town Ordinance No. 339.** If no write-in candidates are received by March 16, 2012 the election will be cancelled. The Resolution states that it is null and void if there are more candidates than offices as of the close of business of March 16, 2012. Brad Simon motioned to approve Resolution 2012-4 and Casey Rushton seconded. Motion carried 4-0. **Airport Liability Insurance Coverage / 2011-2012 Annual Premium \$3318.** Tabled to April meeting for lack of 2012 – 2013 quote.

**Miscellaneous.** The outdoor siren system will be tested Wednesday, March 14, 2012.

**Executive Session.** Jerry Jones motioned to enter Executive Session according to C.R.S. 24-6-402 (4) (b) Attorney-Client Privilege, C.R.S. 24-6-402 (40) (f) Personnel and C.R.S 24-6-402 (4) (e) Negotiations, seconded by Casey Rushton at 8:40 p.m. Motion carried 4-0. Motion to exit Executive Session received from Jerry Jones and seconded by Casey Rushton at 9:05 p.m.

**Adjournment.** Jerry Jones motioned to adjourn at 9:06 p.m.

/s/ Viola Melcher, Mayor

ATTEST:

/s/ Candy Plummer, Interim Recorder

July 11, 2012

Present:

Mayor: Brad Simon  
Trustees: Frank Vazquez  
Marty Campbell  
Larry Sitts  
Anthony Moldenhauer  
Johnnie Lyons  
Jerry Jones

Marsha Willhite Town Administrator  
Terry Whisenand Interim Field Services Supervisor  
Mary Rushton Town Clerk/Treasurer  
PJ Wilson PJ Wilson Insurance, Proprietor

Mayor Brad Simon presided over the regular meeting of the Holly Board of Trustees on the above date at 7:05 p.m. Roll was called. All present gave the Pledge of Allegiance.

**Additions to Agenda.** None.

**Minutes, June 6, 2012 Regular Board Meeting and June 19, 2012 Special Board Meeting**

**Minutes.** Trustee Jerry Jones motioned to approve the minutes of the June 6, 2012 Regular Board Meeting and the June 19 Special Board Meeting, seconded by Marty Campbell. Motion carried 5-0.

**Approval of Current Bills.** A motion was received from Marty Campbell, seconded by Frank Vazquez, to approve the current bills which were reviewed prior to the meeting by the Finance Committee. Motion carried 5-0.

**Notices and Communications.** Thank you received from the attendees of the After Prom Event noting appreciation of the Town's donation.

**Public Appearances.** PJ Wilson, proprietor of PJ Wilson Insurance in Lamar, Colorado was present to inform the Board of his current business services soon extending to Holly. Mr. Wilson has purchased the building at 127 south Main in Holly with intentions to renovate the building to accommodate PJ Wilson Insurance and also in the near future Cactus Furniture and Appliance. Also included in the business is a Financial Service Center. Mr. Wilson requested the Board discuss possible abatement of landfill usage fees or utility deposits. Board discussion will continue in Executive Session.

**Oath of Office for Trustee-Anthony Moldenhauer.** Clerk performed swearing in of newly appointed Trustee Anthony Moldenhauer. Mr. Moldenhauer filled the vacancy created when Trustee Brad Simon was appointed as Mayor.

**Reports. Police Commissioner Report.** Report available for board review. **Crew Report.** Gateway Park was prepared for the Bluegrass Festival. Test holes drilled at Landfill site for American Environmental Consultants, firm hired to assist bringing Holly Landfill back into compliance with CDPHE. Streets were prepped prior to chip seal work which was done by the Prowers County Road and Bridge Department. Fire hydrant by Holly Light Plant was repaired. Flagpole located at town office was removed for refurbishing and relocation. Roof was repaired on North Well building with broken windows also being replaced. Municipal Swimming Pool flood lights at south end were repaired. Loader bucket teeth were replaced. **Administrator's Report.** Balance of CIRSA Loss control credit account is currently \$780. The funds are utilized for purchasing safety equipment and/or safety DVDs. The Municipal Pool property is leased from the Holly School District by the Town. The

Official Minutes of the Town of Holly Board of Trustees

July 11, 2012

Page 1 of 2

district school board has requested that a portion of the lease revert back to the district for inclusion in the new school plans. The current lease has 53 years remaining. The option being pursued is a 50 year lease through means of an addendum of the original lease. A preliminary study has been done for possibility of expanding the Town's water storage capacity. Funding is available through the State of Colorado with prioritization given to systems lacking in water condition, storage, or transportation to customers. The Town's primary deficiency is psi. Administrator will apply for assistance. It may take a number of years before the town's water tower project comes under review. CDOT approached the Administrator requesting to stockpile supplies for upcoming chip seal project. Ingress and Egress permission was given at the Municipal Airport property. PCDI invited Marsha to attend the ceremony celebrating *The Top 50 Colorado Companies to Watch*. Local business Gateway Products was an award and recognition recipient. The business began in the 1970s with the number of employees increasing over the years. DOLA estimate for the current population of the Town of Holly is 801. The Conservation Trust money received annually into the General Fund is based on this number. **Clerk/Treasurer Report.** May Financials were sent in Board packet for review. A financial statement report was reviewed and summarized with Board. Frank Vazquez motioned to approve the reports as given, seconded by Jerry Jones. Motion carried 6-0.

**Old or Unfinished Business. Landfill. Consider Rate Tariff for Commercial Waste Hauler – Previously tabled for July.** Marty Campbell motioned to deny the request for variance of the established rate tariff, seconded by Larry Sitts. Motion carried 6-0.

**New Business. Approve Liquor License Renewal-Toni' Lounge.** Tabled for lack of renewal paper work. **Approve Dance License.** An application was submitted by Theresa Vargas for a birthday party dance to be held at the City Complex on July 20, 2012. Larry Sitts motioned to approve the Dance License, seconded by Johnnie Lyons. Motion carried 6-0. **Audit Engagement Letter.** Jerry Jones motioned to approve the 2012 Municipal Audit Engagement Letter and the 2012 Municipal Solid Waste Facility Audit Engagement Letter presented by Amanda Brown, CPA, seconded by Frank Vazquez. Motion carried 6-0.

**Miscellaneous.** None.

**Executive Session.** Motion to enter Executive Session according to C.R.S. 24-6-402 (4) (b) Attorney Client Privilege and C.R.S 24-6-402 (4) (e) Negotiations and C.R.S 24-6-402 (4) (f) Personnel made by Jerry Jones, seconded by Frank Vazquez at 8:35 pm. Motion carried 6-0. Jerry Jones motioned to exit Executive Session at 10:59 p.m., seconded by Frank Vazquez. Motion carried 6-0.

**Adjournment.** Jerry motioned to adjourn at 11:00 p.m.

/s/ Bradley Simon, Mayor

ATTEST:

/s/ Mary Rushton, Clerk/Treasurer