

November 6, 2019

Present:	Mayor:	Calvin Melcher
	Trustees:	Rod Swisher
		Jacob Holdren
		Anthony Moldenhauer
		Larry Sitts
		Corey Stephens
Steve Rabe	Interim Town Administrator	
Elaine Anderson	Librarian	
Megan Jara	Town Clerk/Treasurer	

Mayor Calvin Melcher presided over the regular meeting of the Holly Board of Trustees on the above date at 7:00 p.m. Roll was called. Trustee Joshua Reinert was absent. All present gave the Pledge of Allegiance.

**Additions to the Agenda.** New Business, G) Town's Property East of Town- Proposal.

**Minutes, October 2, 2019 Regular Board Meeting Minutes, October 10, 2019 Special Board Meeting Minutes, and October 23, 2019 Special Board Meeting Minutes.** Trustee Holdren motioned to approve the minutes of the October 2, 2019 Regular Board Meeting, and minutes of Special Board Meetings October 10, 2019 and October 23, 2019. Seconded by Trustee Stephens. Motion carried 5-0.

**Approval of Current Bills.** Trustee Holdren motioned to approve current bills subject to review of the Finance Committee on November 12, 2019 at 8:30 a.m. Seconded by Trustee Stephens. Motion carried 5-0.

**Notices and Communications.** None.

**Public Appearances.** None.

**Reports.** **Police Commissioner Report.** Report was available for review. **Crew Report.** Crew report available for review included: Repaired services in town from wind. Finished rerouted service at Rob Kirmer's. Repaired day burning lights. Relocated phase indicators to another line. Serviced all vehicles, worked on trash truck, and serviced backhoe at 3000 hours. Repaired fuel filter on loader and extended warranty inspection completed. Started to fix playgrounds at parks. Repaired line to sewer lagoon, installed phase protection on East and South well, and wire on pump at East well was fixed. **Administrator Report.** Interim Steve Rabe provided a breakdown of additions to the Employee Policy that he feels can be administered by the new town administrator. He projected approximately 20 hours of contract labor to complete the updated policy. Rabe will return November 12, 2019 for the transition of the hired Town Administrator. **Clerk/Treasurer's Report.** September's financials were reviewed with the Board. **Library Report.** Librarian, Elaine Anderson provided a monthly update. Trustee Holdren motioned to approve all reports as given. Trustee Stephens seconded. Motion carried 5-0.

**2020 Budget Hearing.** Mayor Melcher called for recess to open the 2020 Budget Hearing. Trustee Stephens motion to open the Public Hearing for public comment regarding the proposed 2020 Budget, at 7:40 p.m. Trustee Swisher seconded. Motion carried 5-0. No Town residents were in attendance. Trustee Holdren motioned to exit the Public Hearing at 7:45 p.m. Trustee Stephens seconded. Motion carried 5-0.

**Old or Unfinished Business.** **2020 Budget-2<sup>nd</sup> Workshop.** Rabe indicated the budget was updated to account for the health insurance expense and employee raises. The pool filter for \$12,000 and tarp for \$8,000 were both included for 2020, therefore adjusting street maintenance. The library's negative balance is a liability to the general fund. The planning for the North Well/water project has not

developed enough to determine the 2020 expenses therefore require a re-appropriation for those expenses.

**New Business. Employment Agreement – Michael Tanner.** Trustee Holdren motioned to approve the Employment Agreement with Michael Tanner. Trustee Stephens seconded. Motion carried 5-0.

**Administrative Service Agreement – Steven G. Rabe.** Effective November 12, 2019 Rabe would only represent the town for consulting. Trustee Holdren motioned to approve the Administrative Service Agreement with Steven G. Rabe. Trustee Moldenhauer seconded. Motion carried 5-0.

**Approval Liquor License Renewal – East Side Liquor.** Trustee Stephens motioned to approve liquor license renewal for East Side Liquor. Trustee Moldenhauer seconded. Motion carried 5-0.

**CIRSA 2020 Quotes – Optional Coverages: Equipment Breakdown \$686.59, Excess Crime \$231.00, AD&D \$9.60/employee.** Trustee Moldenhauer motioned to approve the Equipment Breakdown, Excess Crime, and AD&D optional coverages for 2020. Trustee Stephens seconded. Motion carried 5-0.

**Sheriff Agreement for 2020.** Trustee Holdren motioned to approve the Sheriff Agreement for 2020. Trustee Stephens seconded. Motion carried 5-0.

**Ordinance No. 530- An Ordinance Adjusting Rates and Tariffs for Electrical Energy Services Rendered by the Town of Holly Electrical Department.** Trustee motioned to set Public Hearing for January 8, 2020 regarding Ordinance No. 530. Trustee Swisher seconded. Motion carried 5-0.

**Town’s Property East of Town- Proposal.** Proposal was dismissed until Colorado Revised Statutes requirements and goals of the Board are met.

**Miscellaneous. Employee Holiday Voucher.** Trustee Holdren motioned to approve a one-time extra Christmas holiday pay of \$100 for full time and \$50 for part-time employees. Trustee Stephens seconded. Motion carried 5-0

**Adjournment.** Trustee Stephens motioned to adjourn at 8:54 p.m.

/s/ Calvin J. Melcher, Mayor

ATTEST:

/s/ Megan Jara, Clerk/Treasurer