

January 3, 2007

Present:

Mayor: Albert Crum
Trustees: Mary Reinert
Anna Lee Crum
Jill Briggs
Anthony Garcia
David Crossland

Marsha Willhite Town Administrator
Vance Brian Field Supervisor
Candace Plummer Interim Recorder

Mayor Albert Crum presided over the regular meeting of the Holly Board of Trustees on the above date at 7:09 p.m. Roll was called. Jerry Smith was absent. All present gave the Pledge of Allegiance.

Addition(s) to the Agenda. 10. New Business, B) Lease Documents for new loader, 1. Resolution 2007-2 (Loader Lease), 2. Sign lease. C) Street Names and Number Assignments, Marsha requested tabling due to the absence of the Town Clerk/Treasurer. Add D) Ordinance No. 436 (Emergency Restricted Funds) and E) Resolution No. 2007-1 (Roy Romer Signage).

Minutes, December 6, 2006 Regular Board Meeting and December 21, 2006 Special Meeting. David Crossland motioned to approve the minutes of December 6, 2006 and December 21, 2006. Motion seconded by Mary Reinert. Motion carried 5-0.

Approval of current bills, subject to final approval of the Finance Committee, scheduled to meet Thursday, January 11, 2007. David Crossland motioned for Finance Committee to meet on January 11, 2007 to approve the current bills, seconded by Jill Briggs. Motion carried 5-0.

Notices and Communications. Mayor Crum read a letter from Doug Thrall regarding a proposed site for a new prison. Mr. Thrall was asking for a committee to be formed locally if interest exists. Following discussion, Mayor Crum asked that a letter be sent stating "no interest at this time". David Crossland commended Vance Brian and Town crew for their dedicated efforts in snow removal during the recent blizzard. He also mentioned gratitude to the County for their assistance. It was noted that Anna Lee Crum was present at both the December 6, 2006 regular Board meeting and December 21, 2006 Special Meeting, having arrived late. Trustee Garcia took issue with a communication that was sent from the Clerk's office to a member of the staff.

Public Appearances. None

Reports. **Police Commissioner.** None. **Crew Report.** **Generators were run on December 3, 2006. The walking path was mowed,** Horse Creek included. Chunks of concrete may need to be removed for mowing later. **The pad under the old ARPA generator was cleaned and painted. Inventory has been completed.** Emily will make comparisons with previous year; Vance will recheck. **The loader was brought into town.** It proved to be very beneficial for snow removal during the blizzard. **Well depths.** East Well 90', North Well 92', and South Well 72'. **Administrator's Report. 2006 Annual Report.**

FINANCIAL MANAGEMENT

FY 2005 Audit. An audit of the town books was performed for the year ending December 31, 2005. The audit and management letter is available in the Town Administrator's office for public review.

- In 2005 all Town Funds were within budget.
- The Town does not have any capital debt or capitalized leases.
- Governmental Funds – As of December 31, 2005 the fund balance was \$919,127 of which \$242,729 was unreserved and was available for spending at the government's discretion. The remaining fund balance includes \$64,403 which is a cash emergency reserve as required under the Colorado State Constitution and \$611,995 is invested in capital assets.
- General Fund – As the primary operating fund of the Town, the fund balance as of December 31, 2005 was \$187,159 of which \$122,756 was unreserved. The unreserved fund balance represents 42% of 2005 General Fund expenditures.
- The budgeted unappropriated fund balance for 2005 was \$709,873 which represents 53% of total budgeted expenditures.

In early 2006 the auditor presented the Financial Statements and conducted an exit conference in open meeting in the presence of the Board of Trustees, Mayor, Town Administrator, and the Clerk/Treasurer.

TRANSFER OF ASSETS

The transfer of Firemen's Pension Fund assets to the Holly Rural Fire and Ambulance District was budgeted according to Resolution. The transfer totaled \$43,957.

The transfer of Fire Truck Replacement Fund assets to the Holly Rural Fire and Ambulance District was budgeted according to Resolution. The transfer totaled \$29,711.

CAPITAL ASSETS

The Garbage Department added \$13,200 in capital assets with the purchase of twenty-four new dumpsters. The Electric Department added \$6,500 in capital assets with the purchase of an aerial lift truck. Administration added \$10,636 in capital assets with the purchase of new computer software for utility billing, inventory, and accounting.

PUBLIC SERVICE

The Holly Rural Fire and Ambulance District conducted an election in May, 2006 in which the voters of the Town approved the inclusion of the Town into the District. The Town contributed \$712 to the expense of the election. The Town contributed \$625 to the District Pension Fund and will continue to contribute this amount annually.

PROJECTS

Sixth Street Water Main Replacement. Public works replaced a portion of the water main and service lines on Sixth Street.

North Main Street. The tube at the drainage ditch on North Main Street was replaced in a joint effort between the Holly Drainage Ditch Board (provided the tube), and the Town of Holly and Prowers County Road and Bridge Department.

COMMUNITY

The Town donated \$10,910 to various community entities, some of which are Holly Gateway Fair, Bluegrass Festival/Holly Days, Holly Pride Committee (The Corner Youth Center, Holly Theater), Holly Senior and Community Center, Holly High School Senior Scholarships, Holly Rural Fire Department for fireworks, Holly High School for after-prom, Prowers County Development, Inc., Holly Drainage Ditch Board for debris

removal, Holly Commercial Club – *Shopper* news sponsor, and the Christmas lighting contest.

Realizing that the costs of electric energy remain a great concern to customers of the Town's electric system, the Board of Trustees voted to partner with Energy Outreach Colorado, a utility assistance program. The Board voted to donate ten percent of total revenues placed into utility reserves each quarter to Energy Outreach Colorado. The donations are stipulated for use in assisting Holly utility customers.

GRANT OPPORTUNITIES

The Town applied to the Department of Local Affairs for an Energy Impact Grant to assist with the Main Street Project; the Town was awarded \$345,000.

ANNUAL REPORTING

Administration and Staff prepared an overview of 2005 utilities activities in an annual report which was mailed to all utility customers of the Town.

Blizzard: Prowers County Office of Emergency Management will hold conference calls daily with county and municipal officials. The first one is scheduled for Thursday, January 5, 2006. The Town's blizzard storm expenses will be dealt with as follows: Property damage will be filed with the Town's insurance carrier. All payrolls, equipment, fuel, and other storm-related expenses will be paid with funds from the Town's emergency restricted funds. All expenses will be submitted to Prowers County as part of the total disaster dollars reporting for the county. **Communication.** After generation ceased, an exit meeting with Marsha, Vance Brian and Larry Sitts provided the following insight for future storm communication: An additional individual could be utilized to act as a communicator fielding calls and following up with callers to prevent needless re-calls when the plant is operational and busy and office staff is limited. In a few cases, unlisted numbers prohibited Town personnel from returning calls. Those customers who have unlisted numbers should be urged to give them to the Town so that if power service is delayed, customers can be notified and follow-up calls can then be made to determine the safety of the customers. The public needs to be made aware that cordless phones do not function during a power outage-it would be beneficial for all residents to keep an "old style" phone that does not require an electric outlet, available for storm situations. It would be helpful to program the Town's radios to receive and send on Lamar Light and Power's channel. An additional radio will be installed in the telephone closet at the Light Plant. Voice mail at the office needs to be checked regularly. Larry suggested a plan be in place to call residents at the end of each circuit to ascertain that they have power. It was agreed that the radio system needs to be upgraded considerably and that measures need to be taken to increase audibility of radio and telephone at the Light Plant when the generators are running. Larry is unaware if the new **ARPA generator** will read circuits separately or the system as a whole. Marsha will discuss this with ARPA personnel. **Sewer lift** is not operational because of electric interruption when poles south of Town went down during the storm. The damage will require the crew to set a couple new poles and stabilize another, and hanging new transmission line. The ground beneath the snow is very unstable due to rainfall prior to the blizzard and heavy equipment and trucks necessary to complete the work cannot perform adequately. **Claude Cathcart and Don Moyer remain without power.** The Board received a **Forecast Summary** from ARPA

indicating 20 year projections of kilowatt usage for Holly. **Clerk/Treasurer Report.** The **Utility Fund** and **Town of Holly General Fund financials** include figures through November, 2006. Jill Briggs moved to approve the Administrator's 2006 Annual Report and all reports as given. Anna Lee Crum seconded. Motion carried 5-0.

Old or Unfinished Business. None.

New Business. Jill Briggs motioned to approve the **appointment of Marsha Willhite as Town Administrator.** Anna Lee Crum seconded. Motion carried 5-0. Jill Briggs motioned to approve the **appointment of Darla Scranton-Specht as Town Attorney.** Anna Lee Crum seconded. Motion carried 5-0. Jill Briggs motioned to approve the **appointment of Kim Verhoeff as Municipal Judge.** Mary Reinert seconded. Motion carried 5-0. David Crossland motioned to approve **Resolution 2007-2** which authorizes the lease of heavy equipment. Jill Briggs seconded. Motion carried 5-0. Marsha stated that due diligence on our part is to provide insurance on the loader. Documentation will be provided to Wagner. Mayor Crum signed the Lease. Item C) **Street Names and Number Assignments was tabled** by Marsha's request due to absence of the Town Clerk/Treasurer. Mary Reinert motioned to approve **Ordinance No. 436**, An Ordinance Authorizing the Expenditure of Restricted Cash from the Town of Holly Emergency Reserve Fund. Jill Briggs seconded. Motion carried 5-0. **Resolution 2007-1** supports the signage placed at the Town's Limits on Colorado Highway 50 Honoring Former Colorado Governor Roy Romer. Jill Briggs motioned to approve the Resolution and Anna Lee Crum seconded. Motion carried 5-0. **At 8:21 pm Mary Reinert motioned for the Board to go into Executive Session according to C.R.S. § 24-6-402(4)(d) – Security Arrangements or Investigations and C.R.S. § 24-6-102(4)(f) – Personnel, seconded by Jill Briggs. Motion carried 5-0. Mayor Albert Crum brought the regular meeting back into session at 8:41 pm.**

Miscellaneous. Jill Briggs motioned to pay Mavis Brian \$50. per day for the four days she answered the phone and relayed messages during the blizzard. Anna Lee Crum seconded. Motion carried 5-0.

Adjournment. Jill Briggs motioned to adjourn the meeting at 8:43 pm. Motion carried 5-0.

/s/Albert C. Crum, Mayor

ATTEST:

/s/ Candace Plummer, Interim Recorder