

November 7, 2007

Present: Mayor: Jerry Smith  
Trustees: Mary Reinert  
Frank Vazquez  
Viola Melcher  
Anthony Garcia  
David Crossland

Marsha Willhite Town Administrator  
Vance Brian Field Services Supervisor  
Emily Williamson Interim Clerk-Treasurer  
Donald Starbuck Project Manager  
Shelly Van Landingham Colorado State Forest Service  
Steve Anselmo Anselmo Engineering, Inc.  
Jeannie McCormick Holly Resident

Mayor Jerry Smith presided over the regular meeting of the Holly Board of Trustees on the above date at 7:00 p.m. Roll was called; Jill Briggs was absent. All present gave the Pledge of Allegiance. Viola Melcher and Frank Vazquez were sworn in as Trustees by Emily Williamson, Interim Clerk-Treasurer. Due to Jerry Smith filling the position of Mayor, the **Mayor Pro-Tem** seat suffers a vacancy. Mayor Smith invited discussion which followed with David Crossland nominating Mary Reinert. Viola Melcher seconded the nomination and Anthony Garcia moved that nominations cease. Nomination Stands, carried 5-0.

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

**Minutes, October 3, 2007 Regular Board Meeting.** David Crossland motioned to approve the minutes of the October 3, 2007 Regular Board Meeting. Anthony Garcia seconded the motion and it carried 5-0.

**Approval of current bills,** subject to final approval of the Finance Committee, scheduled to meet Tuesday, November 13, 2007. Anthony Garcia alternate for David Crossland. David Crossland motioned for the Finance Committee to meet on Tuesday, November 13, 2007 to approve the current bills, seconded by Anthony Garcia. Motion carried 5-0.

**Notices and Communications.** Mayor Jerry Smith read a thank you note from CIRSA regarding renewal of insurance. An elementary student from Aspen wrote the Town asking for information on Holly. A letter was also received from Boy Scout Troup 247 expressing gratitude for the support of the Town of Holly; a \$600 donation to be used for the city complex room was included. Mayor Smith read a letter from a Holly absentee owner regarding an Ordinance violation; the writer informed the Board that the property has been sold.

**Public Appearances.** Shelly Van Landingham, Colorado State Forest Service, mentioned that forming a tree committee for educating the public on the forestry of the town would be beneficial. Susan Lucius has volunteered to be a part of the tree committee; anyone interested is invited to contact Mrs. Lucius. Grant funds to help with replacement of trees in the park are available through the Forest Service, and Ms. Van Landingham will facilitate the grant application.

**Budget Hearing.** As published in the *Lamar Ledger*, Mayor Jerry Smith presided over the **Budget Hearing** of the 2008 Town of Holly Budget on the above date promptly at 7:30 p.m. Roll was called; Jill Briggs was absent. Interim Town Clerk, Emily Williamson read the Budget Message aloud for the benefit of those gathered. No objections were presented by the board or public. The hearing was adjourned at 7:40 p.m.

**Resume Public Appearances.** Steve Anselmo, Anselmo Engineering, Inc. announced that bids for tornado path water infrastructure rebuild have been received and reviewed by his firm; work can begin as soon as the Board awards the bid to a contractor. Mr. Anselmo has reviewed the damaged meter list with Donald Starbuck and discussed additions to the project including the completion of water main loops and a new hydrant. Jeannie McCormick expressed her disappointment that the town crew had trimmed a tree on her property without her being forewarned. Vance Brian replied that no one on the crew had trimmed the tree.

**Tabled.** The **bid selection of a backhoe** had been tabled from the October board meeting. According to information received from Lee Merkel of the Department of Local Affairs, Marsha Willhite advised the Board to approve the choice of equipment contingent upon completion of the DOLA contract. David Crossland motioned to purchase the John Deere backhoe from Colorado Equipment with the stipulation of contract finalization, seconded by Mary Reinert. Motion carried 5-0.

**Reports. Police Commissioner.** Written report handed to board members. No discussion. **Project Manager Report.** The Justin Harrington Memorial Walking Trail project is on hold pending an answer from the Army Corp of Engineers in regard to levy changes and the parking lot. The water system upgrade will proceed upon award of the bid. A representative from EPRI (Electric Power Research Institute) is scheduled to meet with Mr. Starbuck, Atencio Engineering, Tri-State Generation, and the town administrator regarding LED lighting on Main Street and US 50. **Crew Report.** Hand tools were ordered to supply all pickups. The emergency warning sirens were installed and tested. Rotomill was spread at the RV spaces in the west ball park and service poles were erected. An electric line extension for the railroad was completed. The yard has been cleaned and rearranged. Old fire hydrants on 6<sup>th</sup> Street and 1<sup>st</sup> Street adjoining Highway 50 were removed. The ballpark and pool have been winterized. Broken windows in the loader were replaced. The crew patrolled for Halloween. Mayor Jerry Smith suggested that the roof at the light plant be repaired-Board directive to Vance to research a possible roofing contractor. The November 4<sup>th</sup> power outage was discussed; poles and new wiring will be installed beginning next week. **Holly Recovery Task Force Report.** Anthony Garcia reported that assistance continues for Holly residents. **Administrator's Report.** Trustee Garcia announced that his position on the SCEDD Board has become vacant with his recent resignation; anyone interested in serving should discuss it with Marsha or him. This board position involves attending quarterly meetings in Pueblo. **Rate and Revenue.** Year to date kWh sales are down 4.5%. This is in line with CIRSA's projections for loss of income estimates performed by Paul DeBoer of RGL, Inc. in July. **Well Calibrations, Meter Inspections.** Richards' Well Calibrations performed inspections of the meters at all three town wells per the requirements of the Colorado Amended Rules Governing the Measurement of Tributary Ground Water Diversions in the Arkansas River Basin. All meters are found to be in line with expected outcomes. Marsha was contacted by Carlyn Yokum, Superintendent of Schools, **Holly RE-3 School District**, regarding moving forward with the implementation of a 2004 Intergovernmental Agreement in which the Town of Holly will pay for the metering, meter pits, and the monthly water usage charges and the District will provide and install the irrigation system for use at the school's baseball activity field. **Ingress and Egress Maintenance Easements** have been submitted for review to stake holding property owners particular to the recently completed Burlington Northern Railway line extension on CR 37.5. **CIRSA 3<sup>rd</sup> Quarter Reports** were included in the board packets for review. No questions or discussion regarding work comp or property/casualty were brought forward by the board. **ARPA** has announced temporary staffing changes. General Manager Jim Henderson will be on a ninety day health leave of absence. In his absence, Alice Jewell, Manager of Energy Support Services, will assume the position of interim general manager. 2008 power rates for member cities have not been determined. Discussion of the expected rate changes will be discussed in the November 29 meeting in Las Animas. Marsha presented the **Department of Local Affairs** grant request in Westcliffe for the Highway 50 main and services upgrades between Sixth and Tenth Streets. The review board recommended full funding for requested amount of \$232,974. Final notice regarding funding the grant will be made via letter. On October 30 Marsha conducted a **Trustee Training** short course for new Trustees, Viola Melcher and Frank Vazquez. **Clerk/Treasurer Report.** The September financials were presented. David Crossland motioned to approve the reports as given, seconded by Mary Reinert. Motion carried 5-0.

**Unfinished Business. Resolution 2007-9 – A Resolution Establishing Rental Rates for the Grant McCormick memorial Ball Park Recreational Vehicle (RV) Spaces.** David Crossland motioned to accept Resolution 2007-9 and Viola Melcher seconded. Motion carried 5-0.

**Executive Session. At 10:10 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 Tony Garcia; motion carried 5-0. Mayor Jerry Smith brought the regular meeting back into session at 11:15 p.m.**

**New Business. Liquor License Renewal – J.R.'s Country Store.** David Crossland motioned to approve renewal of the liquor license for J.R.'s Country Store. Trustee Garcia seconded the motion and it passed 5-0. **ARPA Board – Reappoint Marsha Willhite.** Viola Melcher made a motion to reappoint Marsha to serve on the ARPA Board for a four year term; Mary Reinert seconded. Motion carried 5-0. **Bid Selection, Tornado Path Water Infrastructure Rebuild.** Bids for rebuilding the water infrastructure were received from TLM of Swink in the amount of \$227,630 and Carrigan Excavating of Lamar in the amount of \$152,814. David Crossland motioned to award the bid for water infrastructure rebuild to Carrigan Excavating, seconded by Frank Vazquez. Motion carried 5-0. **CIRSA Renewals – Occupational Accidental Death and Dismemberment Coverage Program, and Boiler and Machinery.** Anthony Garcia motioned to approve the renewal of AD&D and Boiler and Machinery coverage. Viola Melcher seconded and motion carried 5-0. **Personnel – Resolution 2007-8, A Resolution Amending Personnel Policy No. 9 to Include a Monthly Employee Contribution to Defray the Cost of Health Insurance Premiums.** David Crossland motioned to approve Resolution

2007-8 and Anthony Garcia seconded. Motion carried 5-0. **2008 Wage and Salary Considerations.** Trustee Garcia made a motion that all full-time employees, except for Marsha Willhite and Emily Williamson, receive a 4% wage increase; all part-time employees receive a 2.5% wage increase, all effective January 1, 2008. Frank Vazquez seconded. Motion carried 5-0. Trustee Crossland moved to increase the wage of Emily Williamson to \$12.00 per hour effective January 1, 2008. Anthony Garcia seconded and motion carried 5-0. Viola Melcher motioned for Marsha Willhite's salary to be increased to \$46,000 annual. David Crossland seconded. Motion carried 4-1. **Ordinance No. 445 – An Ordinance Concerning and Relating to the Adoption of Water Rates.** Anthony Garcia motioned to approve Ordinance No. 445 and Trustee Reinert seconded. Motion carried 5-0. **Resolution 2007-10, Discussion: A Resolution Authorizing Rate Adjustments to all Classifications of the Landfill and Garbage Department.** Following a lengthy discussion, David Crossland motioned to approve Resolution 2007-10 contingent upon the addition of dumpster rate increases, seconded by Viola Melcher. Motion carried 5-0. **Ordinance No. 446 – An Ordinance to Adopt a Budget.** David Crossland motioned to approve Ordinance No. 446, seconded by Mary Reinert. Motion carried 5-0. **Miscellaneous.** David Crossland made the motion to provide gift certificates offering a ham or turkey to town employees for the Thanksgiving holiday. Mary Reinert seconded; the motion carried 5-0. **Adjournment.** The regular meeting was adjourned at 12:00 midnight.

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Jerry Smith, Mayor

ATTEST:

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Emily Williamson, Interim Clerk/Treasurer