

February 3, 2021

Present:	Mayor:	Calvin Melcher
	Trustees:	Jacob Holdren
		Zach Davis
		Blaine Ice
		Vance Brian
		Casey Rushton
Cassandra Heck	Librarian	
Chris Kirmer	Public Works	
Michael Tanner	Town Administrator	
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 Rod Swisher was absent. All present gave the Pledge of Allegiance.

**Additions to the Agenda.** Miscellaneous: b.) Personnel.

**Minutes, January 6, 2021 Regular Board Meeting Minutes.** Trustee Rushton motioned to approve the minutes of the January 6, 2021 Regular Board Meeting Minutes. Seconded by Trustee Davis. Motion carried 5-0.

**Approval of Current Bills.** Trustee Rushton motioned to approve current bills subject to review of the Finance Committee on February 12, 2021 at 8:30 a.m. Seconded by Trustee Brian. Motion carried 5-0.

**Notices and Communications.** None.

**Public Appearances.** None.

**Reports.** **Police Commissioner Report.** Report was available for review. **Crew Report.** Chris Kirmer read the report; Fixed neutral line at fairgrounds, set pole at 220 S. 8<sup>th</sup> Street new home Kevin Humrich built, fixed street lights, reviewed inventory with auditor, plowed and removed snow, took down Christmas decorations, sand blaster cabinet arrived, moving our dirt piles from Gateway's lot, resurfaced front bucket on backhoe, John Deere did pre-inspection on loader, new sewer vac truck delivered, Ark Valley replaced fuel pump and cleared codes on new dump truck. **Administrator Report.** Working on annexation of East property; legal notices, bidding specifics, and creating the required Planning Commission. Town is having issues with the delivery trucks hitting the Main Street light globes. Two have been replaced with LED, as globes are expensive \$300-500.00 and hard to find. Re-directing of truck traffic may need to be considered at some point. Hours to accept tree limbs were discussed; winter hours projected for one Saturday per month and summer hours open every Saturday, hours will be determined. Trustee's consensus was to continue to accept metal and appliances, the applicable fees will apply. CDPHE emailed a response in regards to the cement stock pile at the landfill. They want it removed or placed in the cell prior to final closure performed by the State. The drainage district has a project this summer and will have use for it, therefore the large CAT loader no longer seems necessary at this time. **Clerk/Treasurer's Report.** December's financials were reviewed. **Library Report.** December's patron visits and checked out material counts were available. Librarian Cassandra Heck informed the board that the State grant for books was accepted and she will be spending the funds in the next few months. The picnic table and umbrella should be in by springtime to have activities outside. Trustee Holdren motioned to approve all reports as given. Trustee Rushton seconded. Motion carried 5-0.

**Old or Unfinished Business.** None.

**New Business.** **CAT Loader.** Not necessary at this time, as other options have surfaced.

**Ordinance No. 537 – Creating a Planning Commission.** Trustee Ice motioned to approve Ordinance No. 537 to create a Planning Commission. Seconded by Trustee Holdren. Motion carried 5-0.

**Appointments to Planning Commission.** Colorado Revised Statutes requires a Planning Commission to review annexation petition and give recommendation to the Board of Trustees. Administrator Tanner named 5 appointees to the Planning Commission: Chris Kirmer, Bob Mapes, Roxanne Rodriguez, Rob Kirmer, and Tysha Murray-Yarborough. Trustee Rushton motioned to approve and appoint the five members to the Planning Commission. Seconded by Trustee Ice. Motion carried 5-0.

**Petition for Annexation.** The three required land tracts were presented in form of Petition for Annexation in the board packet, the first step of annexation. Trustee Holdren motioned to approve the Petition for Annexation. Seconded by Trustee Ice. Roll call vote, all were in favor. Motion carried 5-0.

**Resolution 2021-2 (Tract 1) Resolution 2021-3 (Tract 2) Resolution 2021-4 (Tract 3) – A Resolution Concerning the Petition for Annexation filed by the Town of Holly.** Trustee Holdren motioned to approve Resolutions 2021-2, 2021-3, and 2021-4; concerning the petition for annexation for the tracts 1-3. Seconded by Trustee Brian. Motion carried 5-0. **Request for Bids – Purchase and Development of Property.** Bid specification packet was reviewed. Trustee Holdren motioned to approve the Request for Bids in regards to the Purchase and Development of the East lot. Seconded by Trustee Rushton. Roll call vote, all were in favor. Motion carried 5-0. **Policy #23 – Agreement of Understanding for the Use of the Town of Holly Complex.** Trustee Davis motioned to approve Policy #23. Seconded by Trustee Holdren. Motion carried 5-0. **Prowers County – 5 Star Safe Business Pledge Program – Ratify Phone Poll.** Trustee Holdren motioned to vote on the 5 Star Safe Program. Seconded by Trustee Davis. Roll call vote; Trustees Holdren, Brian, and Rushton opposed, Trustee Davis and Ice approved. Entry into the Prowers County 5 Star Safe Business Pledge Program failed 3 – 2.

**Miscellaneous. RV Park Campers.** Resolution 2007-9 and 2011-1 were reviewed, discussion of visitors allowed, not as becoming permanent residences. A new resolution will be considered. **Personnel.** Inquiry of the Town of Holly’s FMLA policy was presented. Exact number of weeks was unknown at the time, however use of accrued sick and vacation is allowed. Mayor Melcher proceeded to have a discussion regarding the Town Administrator. Mayor Melcher asked Administrator Tanner if he wanted discussion in open session or executive session, and if he wanted to have his attorney present. Administrator Tanner stated he would like his attorney and the town attorney present. An interjection by Trustee Holdren was made regarding operations of the board; entering a high risk situation all participants must be cognizant and adhere to the proper procedures. Expressing that the board should be working together for the good of the Town; actions of adding items to the agenda the night of the meeting is questionable, most likely the entire board is not aware of the matter or all of the information is not presented. Trustee Holdren motioned to have more training with the town attorney, to give structure of the municipal government and the risks the board has. Seconded by Trustee Ice. Motion carried 5-0.

**Adjournment.** Trustee Ice motioned to adjourn at 8:41 p.m.

/s/ Calvin J. Melcher, Mayor

ATTEST:

/s/ Megan Jara, Clerk/Treasurer