

**Meeting Minutes of  
The Board of Trustees  
Town of Gilcrest, Colorado  
304 8<sup>th</sup> Street – Town Hall  
January 5, 2016  
Regular Meeting 7:00 P.M.**

**1. CALL TO ORDER: 7:01 P.M.**

- A. Pledge of Allegiance led by Mayor Nelson
- B. Roll Call: Mayor Nelson, Trustees; Giardino, Castro, Tapia, Maes, Nothem
- C. Town Staff Present: Trudy Peterson, Town Administrator, Gail Odenbaugh, Town Clerk/  
Treasurer

**2. APPROVAL OF THE REGULAR AGENDA:**

*Motion Nothem, Motion to approve the regular agenda with the addition of item "e" under NEW BUSINESS Highway 85 and Highway 34 Design Charrette, 2<sup>nd</sup> Tapia. All voted Aye. Motion carried (5-0).*

**3. PUBLIC INVITED TO BE HEARD ON MATTERS NOT ON THE AGENDA:**

*(Speakers limited to three (3) minutes).*

None

**4. PUBLIC HEARING:**

Mayor Nelson adjourned the Regular Board Meeting and entered into a Public Hearing at 7:04 PM.

**Public Hearing to Consider a Supplemental Budget Appropriation for the 2016 Budget Year**

Trudy Peterson, Town Administrator briefly explained the purpose of the supplemental budget appropriation for the 2016 budget year.

No public testimony.

Mayor Nelson adjourned the Public Hearing and reconvened the Regular Board Meeting at 7:08 pm.

**Motion** Giardino, Motion to adopt Supplemental Budget Appropriation for Resolution 2016-01 as outlined in the narrative, 2<sup>nd</sup>Tapia. **Roll Call Vote.** Trustee; Maes-Yes, Nothem-Yes, Giardino-Yes, Tapia-Yes, Castro-Yes. **Motion carried** (5-0).

5. **OLD BUSINESS:**

**Town Traffic**

None

**Volunteer Appreciation**

None

**Dugouts**

None

**Logo Discussion**

Brief Discussion

**Agreement for Consultant Services – McCool Development Solutions – Land Development User Guides & Economic Development Strategies/Code Update**

Brief Discussion

**Motion** Nothem, Motion to approve the agreement for consultant services for land development user guides and economic development strategies/code updates between the Town of Gilcrest and McCool Development Solutions, 2<sup>nd</sup> Giardino. **Roll Call Vote.** Trustee; Maes-Yes, Nothem-Yes, Giardino-Yes, Tapia-Yes, Castro-Yes. **Motion carried** (5-0).

6. **NEW BUSINESS:**

**The Humane Society of Weld County 2016 Animal Shelter Contract**

Brief Discussion

**Motion** Giardino, Motion to approve the contract with The Humane Society of Weld County for 2016, 2<sup>nd</sup>Tapia. **Roll Call Vote.** Trustee; Maes-Yes, Castro-Yes, Tapia-Yes, Giardino-Yes, Nothem-Yes. **Motion carried** (5-0).

**Letter of Engagement for 2015 Audit – Anton, Collins and Mitchell, P.C.**

Discussion

*Motion Giardino, Motion to approve engagement letter of 2015 audit with Anton, Collins, and Mitchell, P.C., 2<sup>nd</sup> Tapia. Roll Call Vote. Trustee; Castro-Yes, Maes-Yes, Nothem-Yes, Giardino-Yes, Tapia-Yes. Motion carried (5-0).*

**Weld County Referral – Case # USR15-0076 – WCR 29 South of WCR 34**

Brief Discussion

*Motion Castro, Motion to approve Weld County Referral #USR15-0076 – WCR 29 South of WCR 34 and answer with “we have reviewed the request and find no conflicts with our interests”, 2<sup>nd</sup> Tapia. All voted Aye. Motion carried (5-0).*

**Review of Draft Office Closure Policy for Inclement Weather**

Discussion

**Highway 85 and Highway 34 Interchange Design Charrette**

Discussion

Mayor Nelson and Brea Pafford with McCool Development Solutions will attend the meeting.

**7. REPORTS:**

**Police Department**

Written Report

**Public Works**

None

**Town Administrator**

Town Administrator Peterson reported that the police department is still investigating the burglaries.

Town Administrator Peterson reported that Robert Meisner, Public Works Foreman has been out and will possibly be out in the near future. She also reported that Amanda Zeller, Utility Clerk was out today.

Town Administrator Peterson reported there will be a meeting on Friday, January 8, 2016 at the wastewater treatment plant for a phasing plan.

Town Administrator Peterson reported that the Chief will come the first meeting in February to give an annual report. She is expecting a draft proposed amendment for the Law Enforcement Services Contract soon. There will be an assigned officer every single day in the office and patrolling.

### **Board of Trustees**

Trustee Giardino asked if anyone knew about the south gas station. The overall response was that no one really knows for sure.

Trustee Giardino asked if there could be an executive session in regards to job responsibilities of all the town employees. Town Administrator Peterson will check with Corey Hoffmann, Town Attorney.

Trustee Giardino stated he would like a community center committee to research the possibilities of getting a community center in the Town of Gilcrest.

Trustee Castro would like to revisit the possibility of recycling in the Town.

Mayor Nelson asked when public works are grading the roads, particularly on 8th Avenue and Elm Street, if they could knock down where they leave an edge.

### **8. APPROVAL OF MEETING MINUTES:**

*Motion Nothem, Motion to approve the meeting minutes of December 17, 2015. 2<sup>nd</sup> Giardino. All voted. Motion carried (5-0).*

### **9. APPROVAL OF BILLS:**

*Motion Giardino, Move to approve the bills in the amount of \$5,740.25, 2<sup>nd</sup> Tapia, Roll Call Vote. Trustee; Nothem-Yes, Giardino-Yes, Tapia-Yes, Maes-Yes, Castro-Yes. Motion carried (5-0).*

### **10. EXECUTIVE SESSION:**

None

11. **ADJOURNMENT 8:38 PM:**

***Motion Giardino, Motion to adjourn at 8:38 pm, 2<sup>nd</sup> Castro. All voted Aye. Motion carried (5-0).***

*Mayor Nelson adjourned the meeting at 8:38 pm.*

TOWN OF GILCREST



  
\_\_\_\_\_  
Jeff Nelson, Mayor

ATTEST:

  
\_\_\_\_\_  
Gail Odenbaugh, Town Clerk